

3.a.i. (Operating Committee)

**ICYPAA Advisory Council
Projected 2011 Operating Budget
Modified 7/18/2010**

INCOME

53 rd ICYPAA Projected Donation:	\$20,000.00
Return of Seed Money from 53 rd	\$2,000.00
Projected Interest Income:	\$100.00
Total Project Income:	\$22,100.00

EXPENSES

Projected Expenses	
Bank Charges:	\$25.00
USPS Charges (Including PO Box, return mail, express mail, postage)	\$450.00
Shipping Charges:	\$500.00
Seed for 54 th ICYPAA:	\$2,000.00
Archivist:	\$1,500.00
Travel Reimbursement	
Airfare (21* x \$250):	\$5,250.00
Hotel (\$75.13** x 4 x 21):	\$6,311.00
Stipend (\$100 x 21):	\$2,100.00
Insurance:	\$3,080.00
Accountant:	\$500.00
Miscellaneous:	\$400.00
Web Site:	\$1,000.00
Outreach Committee:	\$1,000.00
Total Projected Expenses:	\$24,116.00

Projected Net Income: (-\$2,016.00)

* Reimbursement for 21 people = 17 council members at conference plus 1 archivist plus 3 members travel for hotel negotiations

** \$75.13 = \$130.00 per night plus 15.58% taxes, times 4 room nights, divided by 2 people per room (based on San Francisco room rate which is considered the highest room rate we may encounter)

3.j.i. (Bylaws)

HOST COMMITTEE RESPONSIBILITIES

Revised March 14, 2010

Your Committee has been selected to act on behalf of the International Conference of Young People in AA and of ICYPAA Inc. As such, your Committee is a contracted agent whose individual members will enjoy the protections afforded to those operating under the corporate umbrella. 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. With this relationship come certain specific responsibilities, recommendations, and suggestions.

Host Committee Structure

- 1) To host the Conference. A Bid Committee that has been awarded the Conference should consider itself the Interim Host Committee until Host Committee elections are held.
- 2) 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.)
- 3) 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.
- 4) 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.
- 5) To select three of the Host Committee members to serve on the ICYPAA 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 to facilitate the meeting.

Conference Timeline

- 6) 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.
- 7) Where scheduling is concerned, consider dates that are in the least possible conflict with other activities in your area, and wherever possible, activities in your surrounding region (other state Conferences, etc.).
- 8) To establish a registration flyer detailing the dates, location, directions, contact phone numbers (Committee and facility), the sign language interpretation icon and census track language that has appeared on the flyer since 1998, as well as any other important information a person would need to attend the Conference. The flyer should not be produced until a contract is signed between the facility and the ICYPAA Advisory Council Chairperson. The flyer will be printed and mailed out by the designated ICYPAA mailing house.
- 9) The Host Committee Secretary is responsible for providing the Advisory Council Secretary with meeting minutes and committee reports on a regular and timely basis.
- 10) Each Conference must be designated by an ordinal number preceding ICYPAA (e.g., 1st ICYPAA, 30th ICYPAA, 42nd ICYPAA, etc.). This is to preserve the autonomy and character as well as ICYPAA's continuity.
- 11) Please publicize the Conference and any "early bird" events as soon as possible.

Program

- 12) Schedule the following two meetings on your program: "Advisory Council Q&A / How to Bid for ICYPAA" from 1:30-3:00 p.m. Friday and "Bid Session for the next ICYPAA" on Saturday morning (time TBA).
- 13) A room must be made available for use by the Advisory Council for its meetings throughout the weekend.
- 14) Save time for announcements by the Advisory Council at the end of the Saturday night meeting.
- 15) 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.
- 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 ICYPAA Advisory Council before the program is printed.
- 17) 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.

Treasurer

- 18) The Host Committee should be directly involved in any activity from which funds are generated.
- 19) In keeping with the 7th Tradition of AA, all Conference Host Committees ought to be fully self-supporting. All material and financial assistance shall be returned to the ICYPAA Advisory Council. The Host Committee may make donations of up to 20% of the proceeds to the local service structure (Intergroups, Districts, or Area Assemblies); all other proceeds are to be given to the Advisory Council Treasurer.
- 20) 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 90 days from the conclusion of its Conference to forward a financial statement, all bank statements and check registers to the ICYPAA Advisory Council Treasurer. It is the responsibility of the newly selected Advisory Council members to ensure that these tasks are completed within a 90-day period. The Host Committee Treasurer will be prepared to sign the federal tax return covering their conference's activities upon request.
- 21) The ICYPAA Host Committee will establish a bank account including the ICYPAA Advisory Council Chairperson as one of its designated signatures.
- 22) The amount of scholarship donations received during the conference year must equal the amount of scholarship registrations made available at the conference.
- 23) The Host Committee will prepare a budget and cash flow statement for its conference year and send the same to the ICYPAA 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 ICYPAA Advisory Council's operating expenses for that conference year.

Registration

- 24) 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. All walk-in registration forms are to be turned over to the ICYPAA Advisory Council immediately following each conference for data entry by the designated ICYPAA mailing house at the ICYPAA Advisory Council's expense.

25) The Host Committee is responsible for developing content, including but not limited to registration, hotel, pre-conference event, and banquet information, to be published via www.icypaahost.org.

The Advisory Council is at your disposal. Please feel free to contact us at any time.

ICYPAA Advisory Council

In 1961 at the Milwaukee Conference, a permanent committee was established as the guardian for the future of the Conference, to be known as the ICYPAA Advisory Council. The ICYPAA Advisory Council is comprised of members from past ICYPAA Host Committees. It is a custodial body that preserves the efforts, experience, and history of ICYPAA. 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 12 Concepts of Alcoholics Anonymous as its spiritual guide.

PURPOSE:

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

- ◆ To provide guidance to the current Host Committee.
- ◆ To provide guidance to Committees 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 ICYPAA. It shall make its shared experience available to the General Service Office on a regular basis for use throughout AA.

If you would like information regarding ICYPAA, or if you would like to write to us with questions or to share experience, strength, and hope, please write to the address or the website below.

ICYPAA Advisory Council
P.O. Box 46078, Denver, Colorado 80201
www.ICYPAA.org

3.j.ii. (Bylaws)

Replace

ADVISORY COUNCIL

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

- to provide guidance to the current Host Committee;
- to provide guidance to Committees who are bidding for the Conference;
- to select future conference sites from bids offered at each year's Conference; and
- 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 ICYPAA 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.

with

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's 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.

3.k.i. (New Member Docs)

Welcome to Advisory Council!!!

At a time to be determined during the conference weekend all newly elected Advisory Council members and Alternates elected will take a few minutes to meet with the current Advisory Council Co-Chair. This is for a brief 'orientation' and to answer any questions that you might have about your *new* commitment. (Have selected council members that have been serving on council for the past two years. Be available for questions from new council members about what advisory council does).

Commitment to the Council:

- Travel to the next 5 consecutive ICYPAA conferences.
- Participate in 3 conference calls through out each conference year, or more depending on council needs.

Schedule for Conference: (Based on a Thursday – Sunday Conference)

- Wednesday night participate in Advisory Elections for current Host Committee
- Thursday – Attend the Council Business meeting 8:00am – 5:00PM, Schedule permitting .Council usually attends the pre-conference event.
- Friday – Continuation of the business meeting 8:00am -? Friday afternoon Council participates as a whole on two panels, Q & A and How to Bid. Friday night Council is expected to visit all the Bid Committees after the main speaker meeting
- Saturday – Bid session starts at 7am and continues until voting is complete. We usually get an hour for lunch in between the bid session and voting. After the main speaker meeting there is a debriefing session with the BCRs
- Sunday – Meet with new host committee usually around 9am.

Council is now getting the bid books 10 days before the conference. It is each member's responsibility to review each book and find time before the bid session to meet with each bid committee.

Conference Calls:

There are 3 conference calls that all Council members participate in during the conference year. The Advisory Chair schedules them, The Advisory Chair will send out a conference call notice. This notice will have information on how to dial in for the conference call. The time of the call varies depending on how much we have on the agenda. Usually calls last 2-4 hours.

Attendance:

It is strongly recommended that council members attend all of the above but we do have the following attendance policy:

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.

Advisory Council Information:

The past minutes of Council meetings and conference calls are now on the website. Rather than put hundreds of pages in this book of our past minutes, here is a copy of our current practices.

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

- ◆ *to provide guidance to the current Host Committee;*
- ◆ *to provide guidance to Committees who are bidding for the Conference;*
- ◆ *to select future conference sites from bids offered at each year's Conference; and*
- ◆ *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 ICYPAA 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.

www.icypaa.org

Conduct:

- As a former bid/host participant you are probably aware of how seriously people take the things we say. Our words are sometimes over analyzed and taken out of context. We have adopted a common phrase *"please remember that I am speaking for myself and not on behalf council. Anything I say is based on my own experience and not necessarily representative of the conscience of the Council"... please note that the only person that can ever speak for Council as a whole is the chairman.*
- It is important to **not** approach vendors/hotels in the capacity of an Advisory council member. Any contract/negotiation is done with the Chairman and Treasurer of the Advisory Council.

<Insert Compliance Committee Director Responsibilities>

Communication:

While it is encouraged as an Advisory Council member that we share our experience/strength/hope with any bidders or the current host committee, all official communication goes through the chairman. i.e.: When the host committee sends the rough draft of the program to Council we feed all of our comments/suggestions to the chairman and they provide a concise response to the host committee. *(it is best that any thoughts or concerns that you may have that are taken by the host committee. That you share them with the advisory chair and this person will relay your concerns to host committee chair.)*

E-mail:

Once elected you will be added to the advisory email list @icypaa.org address. Any mail that comes into that address is forwarded on to all Council members. **The secretary is the only person that responds to those e-mails.** If you have something to add/comment you can forward it to the secretary.

Reimbursement:

Each serving council member is entitled to reimbursement for travel, hotel and a stipend for food, if our financial position allows. The travel reimbursement is up to \$250.00. The hotel reimbursement is 1/2 of a nights stay including taxes at the host hotel for each night before a required business meeting of the council. Receipts for travel and hotel must be submitted to the treasurer for reimbursement. Additionally, there is a \$100.00 stipend for food. Receipts for food reimbursement are not required. (this revised reimbursement policy will be in effect after the 52nd ICYPAA in New York).

Hotel Contracts:

Many of Council members have prior experience, either as a bidder or a host working with/reviewing hotel contracts, and many council members do not. Understanding the hotel contracts in bid packages is very important. Available upon request is the Hotels 101 document which might provide some useful information when reviewing contracts.

Please note that if you have any questions please make sure that you reach out to other council members so you can better understand what it is that we are dealing with. (There is a wealth of information available through the all of the members of the Advisory council)

Host Committee Elections:

Although not required, you are encouraged to travel to the new host city for their elections. Elections are usually held about a month after ICYPAA and it gives Council members a weekend to get to know the new host committee and check out the hotels. The only Council members that participate in negotiating with the hotels are the council Treasurer and council Chairman. If you are ever looking at sites please do not approach any hotel as an Advisory Council Member.

(instead of saying "you are encouraged") I would like to replace this with "if you are able to travel to the new host city for their elections. It would show great support to the host city to share your experience and knowledge of hosting ICYPAA."

Advisory council positions:

Chair – officer:

- 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 – officer:

- 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 – officer:

- 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 – officer:

- 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.
- Act as custodian of the conference banner and be responsible for its storage between conferences 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.
- 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.

Website:

- The Webmaster is responsible for the overall functioning, appearance and accuracy of the ICYPAA website.
- The Webmaster should have a competent understanding of website mechanics and experience with website design.
- The Webmaster is also responsible for safeguarding, maintaining and renewing the ICYPAA and ICYPAA host domains as well as the email, hosting and Website Tonight accounts as needed.
- The Webmaster is tasked with updating the Advisory Council email addresses and 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 ICYPAA host domain.

Outreach:

- 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 ICYPAA has not been well represented in the past. The Advisory Council Outreach team is comprised of the Outreach Chair, 2 members for National and 2 members for Domestic

Archives:

- 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 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.

There are several ad-hoc committees that council members participate on through out the year. (Mailing, Outreach, Finance, By-Laws, New members) The chairs of each committee are appointed by the current Advisory Council Chairperson.

Please note that while serving on Council as an officer there are additional responsibilities, and conference calls through out the year.

(some ad-hoc committees will have conference calls through the year to discuss any changes that need to be made and will bring those ideas to council during the main council conference calls).

Motions:

Any Council member can submit a motion to the Council Chairman for consideration of inclusion on the agenda. All motions must be submitted to the chairman 30 days prior to the conference weekend or seven days in advance prior to the conference call.

3.k.ii. (New Member Docs)

What is expected of an Advisory Council Member?

At a time to be determined during the conference weekend all newly elected Advisory Council members and Alternates elected will take a few minutes to meet with the current Advisory Council Co-Chair. This is for a brief 'orientation' and to answer any questions that you might have about your new commitment.

(We should select council members that have been serving on council for the past two years. Be available for questions from new council members about what advisory council does).

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5.a. (New Business)

Replace

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5.b. (New Business)

Replace

Bidders must have commitments* from at least two appropriate facilities (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. *—*Three phrases typically indicate a hotel's commitment to provide space: 1) first option, 2) first refusal, and 3) tentative basis.*

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Bidders must have commitments* from at least two appropriate facilities (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. Please include audio-visual costs, including but not limited to equipment, labor, and electrical costs. *—*Three phrases typically indicate a hotel's commitment to provide space: 1) first option, 2) first refusal, and 3) tentative basis.*

5.d. (New Business)

Replace

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.

with

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. Minutes from all Operating Committee meetings and conference calls shall be furnished to the Advisory Council within 15 days of the meeting.