



International Conference of Young People in Alcoholics Anonymous  
P. O. BOX 22987, DENVER, CO 80222  
WWW.ICYPAA.ORG

## **ICYPAA Bylaws**

Revised August 24th, 2022

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," have 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 ICYPAA Inc. shall be carried out by and through the Host Committee and the Advisory Council, who act as its Board of Directors. It is suggested that all members of ICYPAA conduct themselves within the Twelve Steps, Twelve Traditions, and Twelve Concepts of Alcoholics Anonymous. ICYPAA is neither a governing body for AA nor has any responsibility or oversight for any individuals, groups or conferences of Young People in AA (YPAA) outside of our own conference. It is ICYPAA's policy to practice general transparency in regard to its mission, activities, finances and governance.



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## **HOST COMMITTEE**

At each conference, the Advisory Council selects from among the bid committees to determine the Host Committee that will host the next ICYPAA. Before returning home, the awarded Host Committee meets with members of the Advisory Council and 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 AA 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 reserves the final authority to approve or reject 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, and they must not have served on the Advisory Council previously. Candidates should have a service background and enough sobriety to be responsible and informed, generally 3 years or more. 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 501(c)3. It is both the legal guardian and spiritual servant of ICYPAA. Its purposes include but are not limited to:

- Practice the AA Twelve Steps, Twelve Traditions and Twelve Concepts for World Service
- Make available, to any AA member who requests it, information regarding ICYPAA and Young People in AA
- Make regular contact with the General Service Office.
- Provide guidance to Committees who are bidding for the Conference
- Select future conference sites from bids offered at each Conference



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- Provide guidance to the current Host Committee
- Provide custodial oversight of ICYPAA and exercise final authority to approve or reject Host Committee actions
- Protect ICYPAA assets and use best practices of non-profit organizations
- 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 ICYPAA Forum, Bid Presentations, and site selection meetings. A Council member's failure to attend six meetings during their term shall be considered a voluntary resignation. Determining whether a Council member that arrives at a meeting late or leaves a meeting early is considered present or absent for that meeting shall be at the Chair's discretion. Additionally, extenuating circumstances shall not be counted as an absence at the Chair's discretion.

Alternate Advisory Council members are encouraged to attend all Advisory Council meetings and conference calls but do not have a vote. Alternates may be asked to serve on or chair subcommittees at the Chair's discretion.

If a permanent Advisory Council member is not able to attend an Advisory Council meeting, an Alternate Advisory Council member may take their place at any Advisory Council meeting and act as a voting member if the Advisory Council Chair and Secretary are notified in advance.

In the event of an absence, it is the permanent Advisory Council member's responsibility to ask an Alternate Advisory Council member from their Host Committee to attend the meeting in their place. They should first ask the 1st Alternate - if that individual is not available they should ask the 2nd Alternate and so on. If none of the elected Alternates from that Host Committee are available, no additional alternates may be named.

If an Alternate is acting as a Subcommittee Chair or in place of a permanent Advisory Council member at the Conference, they shall be reimbursed for their expenses as would a permanent Advisory Council member.

The standard term length for ICYPAA Advisory Council membership is 5



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conferences. This term may only be extended if a member of the Board of Directors is elected to an Officer position in their fourth or fifth conference of service. In keeping with the spirit of rotation, the maximum limit for serving the ICYPAA Advisory Council is 7 conferences. The Advisory Council shall elect its Officers, including a Chairperson, Co-Chair, Secretary and Treasurer from among any permanent Advisory Council member above the age of eighteen within their standard 5-conference term. Each Officer position is a two-conference commitment. Officer elections will be conducted using the 3rd Legacy Procedure as outlined in the *A.A. Service Manual*.

The Advisory Council may remove a Council member by a three-fourths vote of the total voting members of the Advisory Council. Drinking alcoholic beverages shall be considered a resignation.

Vacant Council seats caused by resignation, removal, relapse, or excessive absences may be permanently filled by elected Alternates from the conference represented by the vacancy, in the order in which the Alternates were elected. Seats vacated during extended terms, where the vacating Council Member was serving for a sixth or seventh conference, will not be filled by an Alternate. If an Officer position is vacated, elections for that position are to be held at the next business meeting.

Advisory Council members are expected to adhere to the Conflict of Interest Policy, Non-Discrimination and Anti-Harassment Policies, and sign a Work for Hire agreement.

The directors of the non-profit 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.

## **OPERATING COMMITTEE**

The Operating Committee consists of the Chair, Co-Chair, Secretary, and Treasurer and meets on a monthly basis. The Operating Committee is responsible for coordinating the administrative business of the Advisory Council



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throughout the year and keeping the Council informed on the progress of the current Conference. The Operating Committee coordinates the flow of information that connects the Host Committee and Advisory Council between quarterly conference calls and annual meetings; as such, all members should remain informed on Host Committee progress, plans, and activities via the Committee's regular meetings.

When a complaint is brought to the Council via the process outlined in ICYPAA's NDAH policy, the Committee shall conduct an investigation and put forth an initial recommendation as to the outcome, to be brought before the full Advisory Council at the next quarterly business meeting.

Though the Committee has authority to pass emergency, time-sensitive motions between business meetings with substantial unanimity, decisions should be deferred to the full Advisory Council whenever possible or reached with the guidance and consent of the applicable Subcommittee(s). The Committee also initiates and tracks all required correspondence with outside counsel.

If a member from the Operating Committee is unavailable to attend any meeting or perform any function, the Chair may select a Council Member from the Board of Directors to serve temporarily or until the next meeting of the Advisory Council when an election can be held. Operating Committee meetings 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 by the Secretary.

#### **CHAIR:**

- Plan, announce the agenda for, and chair all Council and Operating Committee meetings; facilitate proceedings and abstain from voting during business meetings except during site selection.
- Maintain relationship between the Host Committee and Advisory Council.
- Be a signatory on all facility contracts and bank accounts including Host Committee accounts.
- Stay informed on all Advisory Council and Host Committee matters.
- Provide monthly reports to the Operating Committee and quarterly reports to the Advisory Council.
- Support all members in the completion of their duties.



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- Act as primary liaison between ICYPAA and the General Service Office.

### **CO-CHAIR:**

- In the absence of the Chair, shall act as the Chair.
- Keep informed on all ICYPAA matters.
- Be a signatory on all Council bank accounts.
- Perform duties as outlined by the Chair.

### **TREASURER:**

- Maintain detailed and accurate financial records of all Council business and make the current year's financial records, bank statements, account ledgers, check books, and tax returns available
- Give financial reports at Council meetings summarizing income, expenses, prudent reserve, account balances and status of unallocated funds.
- Be a signatory on all Council bank accounts; secure and maintain any debit/credit cards and ensure that bills, allocations, and reimbursements are paid in a timely manner and in line with the approved budget and ICYPAA policies.
- Work with the Treasurer of the Host Committee to ensure the maintenance of financial records and accounts, including a briefing on Council accounting practices; provide a detailed summary of ICYPAA's financial standing within 90 days after each conference.
- Oversee the preparation and filing of federal tax returns.
- Secure insurance to protect the Conference from liability.
- Immediately inform the Operating and Finance Committees of any irregularities in the accounts or records.

### **SECRETARY:**

- Take minutes of all Council and Operating committee meetings; furnish minutes of Council meetings to all Council members within ninety days of the meetings and those of the Operating Committee within thirty days of such meetings
- Store and maintain all ICYPAA data (minutes, notes, IGR, reports,



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documents, recordings, legal correspondence and other digital assets, etc.) in an appropriate file sharing interface

- Maintain the ICYPAA e-mail address for all correspondence, answer all correspondence or direct it to the appropriate person promptly
- Coordinate with the Technology Committee to make available all Advisory Council documents including but not limited to these Bylaws, Facts, Aims and Purposes; Bidding Requirements; and Host Committee Responsibilities. These items should all contain accurate revision dates and be made freely available to anyone.

## **OTHER COUNCIL ELECTED POSITIONS**

### **ARCHIVIST:**

- Preserve, receive, classify, and index all relevant historical or valuable collections of materia, such as administrative files and records, correspondence, literary works and artifacts considered to have historical importance as to substantially preserve the history of the International Conference by Young People in Alcoholics Anonymous (ICYPAA).
- Evaluate and approve all acquisitions and deaccessions consistent with ICYPAA Bylaws, policies, and the Twelve Steps, Traditions, and Concepts of Alcoholics Anonymous.
- Preserve all archived material entrusted to the Archivist in such a way that any substantial damage or distortion is minimized.
- Act as the liaison between the G.S.O. Archivist and the Advisory Council pertaining to all ICYPAA archives issues and make every effort to adhere to the Archives Best Practice Guidelines set forth by G.S.O while remaining accountable to the guidance of the Advisory Council.
- Act as the primary arbiter to select, recruit, and accept new acquisitions; should any new acquisitions be through Deeds of Gift, ensure grateful acknowledgement and assume ownership of the acquisition.
- Work with the current Host Committee on matters pertaining to the archives including but not limited to: display of materials during the conference and acquisitions of material before, during, and after that specific conference. These materials should include but are not limited to: committee meeting minutes, programs, shirts, registration fliers, and novelties or other memorabilia of historical significance to the Host Committee along with a written description of the item's significance.



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- Shall, at all times, act in accordance with Advisory Council policy and the Twelve Traditions, being especially vigilant with protecting the anonymity of Alcoholics Anonymous members.
- Submit a written report, to the Council Secretary one week prior to the annual Council meeting, detailing the current archives collection status, all acquisitions / deaccessions since the last annual report, an accounting description of all expenses associated with the archives collection, a projected budget for the upcoming year, and any other activities from the preceding year.

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 Conference term. The Archivist is expected to attend the Conference and must make suitable arrangements for the transportation and display of selected archives materials at the conference and for submission of an annual report.

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.

### **COUNCIL GUIDELINES**

Council members shall be reimbursed for reasonable expenses incurred in the performance of their position in line with these Bylaws and the annual operating budget. The Council may or may not reimburse a Council member who, without prior authorization of Council, incurs other expenses in the performance of their position.

Council members serving at ICYPAA including all active Council members shall be given a stipend of \$150 to cover food expenses and shall be reimbursed up to \$400 for travel expenses to the conference. In the event that hotel rooms are not fully complimentary, Council members shall be reimbursed for ½ of applicable room charges (room rate and taxes) for each night spent at the hotel during the Conference, as well as the night before the Conference begins. Receipts must be submitted to the Advisory Treasurer for travel and hotel costs.

Up to seven Council members serving in site selection proceedings, including



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the Advisory Council Chairperson, the Advisory Council Treasurer, the Hotel Subcommittee Chairperson, and four members of the Hotel Subcommittee selected by the Hotel Subcommittee Chairperson, shall be given a stipend of \$100 to cover food expenses, and shall be reimbursed up to \$500 for their travel expenses to the potential host cities. In the event the hotel rooms are not fully complimentary, Council members shall be reimbursed for ½ of applicable room charges (room rate and taxes) for each night spent at the site visit hotels. Receipts must be submitted to the Advisory Treasurer for travel and hotel costs.

In the event all Council members serving (at either ICYPAA or in site selection proceedings) are not able to be roomed at the same rate per room, reimbursement would be at a rate that is averaged between the differing total room charges, so as to spread the savings across all applicable Council members. All reimbursements shall be made only if ICYPAA's financial position allows.

A quorum shall consist of 2/3 of the Council members at any of the Council meetings. While the Council should strive for substantial unanimity where possible, motions and resolutions shall require a simple majority vote. A vote of 2/3's of the quorum is necessary to change these Bylaws; the Facts, Aims and Purposes; Bidding Requirements; Host Committee Responsibilities or other Advisory Council Documents. Any member proposing motions, discussion points, or agenda items for the quarterly or annual meeting should make those proposals available 7 days prior to the meeting.

The Council shall decide on an annual operating budget and in addition endeavor to maintain a prudent reserve of two years of expenses.

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 at least every 5 years, to ensure it is meeting compliance issues and all sections are up to date.

## **SUBCOMMITTEE STRUCTURE**

The ICYPAA Advisory Council has established the following standing



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Subcommittees:

### **BID DEVELOPMENT COMMITTEE:**

The purpose of the ICYPAA Advisory Council Bid Development Subcommittee shall be to:

- Maintain ongoing communications with current and potential bid committees.
- Plan, manage and execute online web conferences and/or seminars.
- Conduct IGR for Bid Requirements 5 (Host Committee Guidelines) and 9 (program), content only.

### **FINANCE COMMITTEE:**

The purpose of the Finance Subcommittee shall be to:

- Provide oversight and guidance to the Treasurer in managing all ICYPAA Advisory Council financial accounts.
- Review and provide feedback on the Host Committee budget; prepare the yearly ICYPAA Advisory Council Operating Budget in consultation with the Subcommittees and Operating Committee.
- Maintain the overall financial health of ICYPAA.
- Conduct IGR for Bid Requirements 2 (financial records), 7 (tax laws), and 10 (proposed conference budgets).

### **GENERAL SERVICE COMMITTEE:**

The purpose of the General Service Subcommittee shall be to:

- Communicate with GSO on issues related to young people (including ICYPAA's participation in the A.A. International Convention until an ad hoc committee is appointed).
- Collaborate with the Host Committee, AAWS and The Grapevine to increase the awareness and involvement by attendees of ICYPAA in General Service work.
- IGR for Bid Requirements 3 (engagement in AA's Three Legacies), 4 (Host Committee Responsibilities), and 6 (calendar of events).



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- Examine the international service responsibilities and authorities held by ICYPAA; explore ways to improve communication with international YPAA organizations.

### **HOTEL COMMITTEE:**

The purpose of the Hotel Subcommittee shall be to:

- Conduct site visits and negotiate and sign hotel contracts.
- Coordinate with the Host Committee and Conference Hotels.
- Conduct the AV contract negotiation and signing processes.
- Conduct IGR for Bid Requirements 11 (hotel contracts) and 12 (AV contracts).

### **TECHNOLOGY COMMITTEE:**

The purpose of the Technology Subcommittee shall be to:

- Build and maintain ICYPAA's web presence and assets.
- Manage ICYPAA's online registration system.
- Establish and Maintain ICYPAA Host and Council e-mail accounts.
- Conduct IGR for Bid Requirements 1 (committee roster) and 8 (conference theme and graphics).

### **SUBCOMMITTEE STRUCTURE:**

The Advisory Council Chair is responsible for appointing the Chairs and members of Subcommittees and any necessary Ad Hoc Subcommittees. Appointments are made each year by the Chair within a month after ICYPAA. Each Subcommittee is generally composed of four to six members and must have a minimum of three members. Each Advisory Council member is encouraged to be an active member of at least two Subcommittees. Subcommittee Chairs should be well-qualified and active participants in the Advisory Council. Alternates may serve on or act as chair of a Subcommittee at the Advisory Council Chair's discretion. In order to distribute the workload of the Advisory Council evenly and to develop the AA leadership abilities of all Council members, holding more than one concurrent chairship is discouraged.

The length of service for Subcommittee Chairs is generally one conference and



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Subcommittee Chairs may not hold the same position for longer than two conferences.

The ICYPAA Advisory Council Chair is by default a member of every Subcommittee and may attend and participate in all Subcommittee meetings, but is generally discouraged from being a driving force or dominant voice in Subcommittee business.

### **SUBCOMMITTEE GUIDELINES**

All standing Subcommittees shall meet monthly, take minutes of their meetings and make reports on all activities prior to each Advisory Council quarterly business meeting. Subcommittees generally handle all inquiries and questions related to their function, and may be assigned additional tasks by the Advisory Council Chair, Operating Committee, or full Advisory Council.

### **SUBCOMMITTEES AND IGR:**

Each of the aforementioned Subcommittees has specific responsibilities during the Information Gathering and Reporting (IGR) phase of site selection. Subcommittee Chairs are responsible for scheduling and conducting a Subcommittee IGR meeting to review the assigned bid requirements and for submitting a completed IGR evaluation document. Subcommittee Chairs and Members must read the bid packages and be prepared to evaluate the assigned Bid Requirements.

### **AD HOC COMMITTEES:**

Ad Hoc Subcommittees can be created at the discretion of the Advisory Council Chair or by motion from the Advisory Council Members. Ad Hoc Subcommittees should have a specific purpose, duration of service, and stated outcome (a report, motion and/or recommendation). In the recent past, the Advisory Council has created Ad Hoc Subcommittees for Accessibilities, Structure, and 2020 International Convention.

### **SUBCOMMITTEE FINANCES:**



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Each ICYPAA Advisory Subcommittee should submit a yearly budget to the Finance Committee for their subcommittee activities.

### **SUBCOMMITTEE SURPLUS FUNDS SPENDING POLICY:**

When surplus funds are available for use, subcommittees may submit requests for funds at the quarterly Advisory Council business meetings. The Advisory Council will vote to approve or deny the use of surplus funds. Once surplus funds have been approved and allocated to a subcommittee, the Subcommittee Chair is responsible for working with their subcommittee to determine how and when the funds will be spent. Once the subcommittee has decided on a spending plan, the subcommittee Chair must fill out a Surplus Funds Spend Plan Form and submit it to the Advisory Council Treasurer. The subcommittee Chair must stay in communication with the Treasurer regarding the status of the surplus funds project, and once funds are ready to be spent, discuss with the Treasurer how payments will be made. If allocated funds are not spent within the original time frame set forth in the Spend Plan, the subcommittee must determine if the funds are still needed and provide a new estimated completion date within thirty (30) days of the expiration of the time frame; if the subcommittee fails to do so, the Advisory Council shall reassess the allocation at its next quarterly business meeting.

### **SITE SELECTION PROCEDURE**

The Council's official site selection process begins every year when Bid Committees submit their final bid packages to host the next ICYPAA. Council members read and become familiar with each of the bid packages before ICYPAA. Meanwhile, the Council's Subcommittees are charged with formally reviewing specific Bid Requirements. They meet at least once after bid packages have been submitted to develop a summary of feedback, which is then compiled by the Secretary and provided to the rest of Council in advance of the Conference. This allows for Council members to be fully informed prior to the Conference.

At ICYPAA, the day before the Bid Presentations, Council members formally visit with all of the Bid Committees at their tables in the bid room. After the bid table visits, Council has a Structured Closed Sharing Session where each Council member is allotted one minute to address the merits and liabilities of



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each bid until every Council member has had an opportunity to discuss every bid. Council members are provided with a list of sample questions to address about each bid in their allotted time.

Following Bid Presentations, Council holds a one hour Closed Priority Inventory session to give an opportunity for each Council member to inform the Council as a whole what the most important factors are in their decision making process for the current bid year. A tally of factors is kept by the Secretary and condensed down to the common denominators once the inventory is complete.

Immediately after the Closed Priority Inventory, Council returns to an Open Session where the Council Chairperson reads a statement explaining the site selection process and the results of the current year's priority inventory. Each Council member is then allotted two minutes to address the ICYPAA body and share the factors that are most important to them individually.

After this round, Council proceeds directly to the Third Legacy Voting procedure (as outlined in the *A.A. Service Manual*) and selects next year's ICYPAA Host Committee.

For more detailed information on ICYPAA's Site Selection process, see the document *Site Selection Format for Discussions*.