

GCYPAA Advisory Council By-Laws

1.10 PREAMBLE:

We, the members of the Advisory Council of the Georgia Conference by Young People in Alcoholics Anonymous, set forth to establish and preserve, through the following principles, the experience of our predecessors. In 1991, the Georgia Conference by Young People in AA (GCYPPA) was founded for “one primary purpose - to carry the message to the alcoholic who still suffers,” especially the young person in Georgia. In 1992, at the Macon Conference, a permanent Advisory Council was established for the preservation of the experience and material of the Conference. We think it beneficial to establish a custodian to preserve the efforts and experience of the Conference, lest it be lost. We also believe it beneficial to share our experience with all who request, for it is through carrying this message that others may discover this solution within the framework of AA and “join us in brotherly and harmonious action.”

1.20 AMENDMENTS:

In an effort to convey to all members of Alcoholics Anonymous that GCYPAA is not exclusively for young people, but rather for all who want to stay sober and help the alcoholic who still suffers, in 1996 it was decided by the Advisory Council to have GCYPAA changed from Georgia Conference of Young People in AA to Georgia Conference by Young People in AA. We, the Advisory Council for the Georgia Conference by Young People in AA, are hosting an annual conference for all to share in this happy, joyous, and free life we have been given with the gift of sobriety.

1.30 PURPOSE:

GCYPAA was formed for the expressed primary purpose of carrying the message of Alcoholics Anonymous through its annual celebration of sobriety among young people in AA, website, post office box, events, and other outreach tools. The Advisory Council is the custodian of the Conference experience. It shall offer, to anyone who requests it, information regarding young people and young people’s groups as pertaining to the AA recovery program. It shall make its knowledge and experience available, on a regular basis, to the General Service Office (GSO) and AA as a whole on for use throughout AA.

1.40 STRUCTURE OF THE ADVISORY COUNCIL:

1.41 Each Host Committee shall designate three (3) members and three (3) alternate members to serve a term of four years (their conference and four traveling conference) on the GCYPAA Advisory Council. These incoming Advisory Council members will not be required to assume an active role until after their city has concluded the Conference. However, they are encouraged to participate in Advisory meetings during their Conference and the three (3) members will have a recognized vote. Their participation in the selection of the new host city is contingent on being present for the bid session and the entire deliberation session. Elections for Advisory Council Members and Alternates should be held 2 – 3 weeks prior to the conference date.

1.42 The three (3) elected members should be elected by “Third Legacy Procedure” (see AA Service Manual). The three (3) alternate members shall be members of the Host Committee who are chosen, either by election of the Host Committee or appointment by the elected Advisory Council members from

that Host Committee to replace members from their host city that may resign. These alternates are to be selected and provided to the Council in sequential order (i.e. alternate #1, alternate #2, etc.).

1.43 Vacant Council seats shall be filled by these previously designated alternates as approved by the

Council.

1.44 All those being appointed must have served on the Conference Host Committee continuously for six (6) months prior to the actual conference on which they have served, be members of Alcoholics Anonymous, have reached his/her eighteenth (18th) birthday, have at least two (2) years of continuous sobriety, and have practical experience with AA's Twelve Steps.

1.45 Council members shall not have reached their fortieth (40th) birthday upon election, but shall serve until their term expires, regardless of age.

1.46 Should the Advisory Council not have full membership after all alternate members from the current sitting Host committees have been exhausted, previous Advisory Council Members, starting with the last to rotate off, may be called back within ten (10) years after their term lapses to serve regardless of age until full membership (12 members) is once again maintained.

1.47 Failure to attend two consecutive standing scheduled Advisory Council meetings shall be considered voluntary resignation.

1.48 Consumption of alcoholic beverages shall be considered resignation.

1.50 PROCEDURES:

1.51 The Advisory Council shall maintain a post office box for correspondence, and a list of all current Advisory Council members including contact information.

1.52 The Secretary arranges to ensure all rents are paid on the post office box and that all correspondence is responded to appropriately.

1.53 The Advisory Council shall establish a letterhead for use by all Advisory Council members for Council business.

1.54 The Operating Committee should bring to the full Advisory Council for approval any amendments to the "Facts, Aims, and Purposes of the Young People's Groups," the Conference Bidding Requirements, and Advisory Council by-laws.

1.55 The Advisory Council financial transactions shall be made through its bank accounts. No member of the Council shall incur expenses in the Advisory Council's name in excess of \$100 without first receiving a two-thirds majority approval of the Advisory Council.

1.56 The Advisory Council shall act as a body and no individual shall act independently of the Advisory Council conscience in the Advisory Council's name.

1.57 The post office box, bank accounts, and all Advisory Council material are reserved for the sole use of official Advisory Council business. All other uses are prohibited.

1.58 Any member of the Advisory Council proposing any change in the By-Laws or the Conference Guidelines should distribute copies of these proposals prior to the Friday of the meeting of the Georgia State Service Assembly (GSSA) for the purpose of evaluation by other Advisory Council members. Any emergency proposals may be added to the agenda by a two-thirds majority vote.

1.59 A two-thirds vote is necessary to change By-Laws or rescind any operating rules.

1.510 All materials of the Advisory Council shall be deemed property of the Council and passed on to its successors.

1.511 All Council documents and their revisions will have current date affixed as a part of those documents.

1.60 COUNCIL MEETINGS:

1.61 The Chairperson shall call for and arrange the meeting place and agenda for all Council meetings.

1.62 Normal business motions and resolutions shall require a simple majority vote of the quorum (51%). Conference site selection and officer elections shall utilize the "Third Legacy" procedure vote.

1.63 All Council members have one vote and will vote on all matters.

1.64 Absentee voting is not permitted.

1.65 The Advisory Council shall have sole authority in choosing the conference sites.

1.66 In the event no bid is presented for consideration, an emergency meeting of the Advisory Council shall be called without delay. All previous and present Advisory Council members will be invited to attend in order to find a suitable site for the Conference, determine if the Conference should be suspended, and/or determine the subsequent fate of the Advisory Council, the Conference, and any continued function.

1.67 The Operating Committee shall submit for approval distributions of funds for the coming year. It should allocate funds so as not to cause unnecessary delay and confusion. The Advisory Council shall endeavor to maintain a \$2,000 prudent reserve for Conference support, if necessary. The Conference and reserve funds are arbitrary figures based on current economic conditions and can be altered by a simple majority vote of the Advisory Council.

1.70 THE CONFERENCE:

1.71 The Outreach Chairperson shall annually issue to all major area central offices, young peoples' groups, those who request it, and whomever he/she deems necessary, an invitation to bid for the Conference. The invitation should include the Bidding Requirements and a current Conference flier, if available.

1.72 Council members should encourage participants throughout the year to preserve the Conference. The Advisory Council will be the ultimate authority in choosing the Conference site and will hear bids at its annual Conference meetings.

1.73 All Young Peoples' Conferences shall be designated as such and also shall be designated with a number so as to preserve its autonomy and character. They shall not be held in conjunction with or in conflict of any other major AA function.

1.74 All Conference memorabilia must have a peach on it as a Conference trademark.

1.75 The theme of the Conference should come from a direct quote out of book Alcoholics Anonymous.

1.76 All Advisory Council, Conference Host Committees, or other Advisory Council group members and designees are under full obligation to pay their own expenses and cannot expect the Advisory Council or Conference to assume any financial obligations. However, any materials and/or financial assistance given by the Advisory Council shall be returned to the Advisory Council if available from Conference monies, after expenses. The Conference Host Committee has sixty (60) days after the Conference dates to forward all financial statements and excess monies to the Advisory Council Treasurer. It shall be the responsibility of the newly elected Advisory Council members of the Conference Host Committee to make sure the financial statements and excess Conference monies are forwarded to the Advisory Council Treasurer within the sixty (60) day period.

1.77 The Conference Host Committee shall maintain a permanent address until such time after the Conference that all Conference business is completed at which time a forwarding notice will be placed with the Post Office to forward correspondence to the Advisory Council permanent address.

1.78 Any Conference Bid Committees should be freely offered copies of all prior Conference materials together with whatever individual or collective information the Advisory Council and its members' possess. The Advisory Council stands ready to assist when requested or when the Host Conference Committee appears to be having difficulty. In such case, the priority of the Advisory Council will be to reestablish the autonomy of the Host Conference Committee as soon as possible.

1.79 Conference Host / Bid committees are distinct committees; however do not have complete autonomy from the Advisory Council (i.e.: signing the hotel contract, approval of conference flier, etc.).

2.0 OPERATING COMMITTEE:

2.01 Terms - The Operating Committee shall consist of the following positions: Chairperson, Co-Chairperson, Secretary, Treasurer, and Outreach Chairperson from the Advisory Council. They shall not

take actions individually or collectively on behalf of the Advisory Council or GCYPAA without the consent of the entire Advisory Council. The Advisory Council may decide at any time to create other positions or sub-committees which shall serve at the pleasure of the entire Advisory Council. (Adopted: September 2005 - Savannah)

2.02. Eligibility – The Operating Committee members must have served on the Advisory Council for one (1) year prior to their election to the Operating Committee. Operating Committee members may not be re-elected to serve more than two (2) years unless hardship occurs. All Operating Committee members will be elected by “Third Legacy Procedure” (see AA Service Manual) (Adopted: September 2005 - Savannah)

2.1 CHAIRPERSON:

The chairperson shall plan, arrange, and announce the agenda for all Advisory Council and Operating Committee meetings, reserve the Advisory Council and Host Committee a hotel room at the Georgia State Assembly (GSSA), open Advisory Council and Operating Committee meetings, maintain meetings in a reasonable order; recognize members entitled to the floor; state and put to vote all motions properly made and seconded; announce the result of all votes; affix his/her signature to all Advisory Council actions; and be one of three signatures on all bank transactions requiring endorsement. This person shall also be the primary signature on all facility contracts; act as liaison to any AA member who has a request of the Advisory Council; maintain a working relationship between Host Committees and the Advisory Council to ensure that the best interests of GCYPAA are being served, maintain regular correspondence with all Advisory Council members to insure that all Advisory Council tasks are being attended to; stand ready to assist in any tasks where assistance is requested or required; and keep the Operating Committee and co-chairperson abreast of all Advisory Council matters of importance. Work jointly with the Treasurer to maintain a working list of all financial obligations, and ensure that all obligations are being met. The Chairperson shall also act as liaison to GSSA, ICYPAA and the General Service Office, schedule and arrange a biennial “group inventory” and select a facilitator. (Adopted: September 2009 – Savannah)

2.2 CO-CHAIRPERSON:

The Co-Chairperson shall, in the absence of the Chairperson, accept the full duties of the Chairperson; carry out various duties as assigned by the Operating Committee; act as liaison to other regional and neighbor Young People’s Conferences (i.e.: SERCYPAA, ECYPAA, NCYPAA, FCYPAA, etc.) and ensure that the General Service Office and the ICYPAA Advisory Council has a current list of GCYPAA Advisory Council members including current mailing address / e-mail addresses. The Co-Chairperson shall be one of the three signatures on all bank transactions requiring endorsement and remained fully informed on all Advisory Council matters. The Co-Chairperson shall also be responsible for maintaining and distributing the Host Committee packet and the Bid Committee packet to the newly elected Host Committee for the upcoming conference. (Adopted: September 2005 – Savannah)

2.3 TREASURER:

The Treasurer shall keep detailed, accurate financial records of all Advisory Council transactions; give financial reports summarizing all income and expenditures at Advisory Council meeting; submit a financial statement at each Advisory Council meeting; have in his/her possession, at the Advisory Council meeting, all bank statements, deposits slips, tax returns, and check books, in order to be prepared to make necessary deposits and disbursements at Advisory Council meetings; shall maintain all accounts in an inspection ready state subject to inspection at any time; be one of three signatures on all bank transactions requiring endorsement; and bring signature cards to all Advisory Council meetings where an election to the Operating Committee will take place so that signatures can be readily updated.

The Treasurer will arrange for payment of expected routine expenses (i.e.: LLC registration, conference insurance, etc.). The Advisory Council Treasurer will communicate with the Host Committee Treasurer about the Advisory Council's operating budget and how it is met; work with the Treasurer of a Host Committee to insure the proper maintenance of financial records; and oversee the preparation and filing of federal tax returns. The Treasurer shall immediately inform the Operating Committee of any inconsistency in the accounts or records. (Adopted: September 2009 – Savannah) It is recommended that the Treasurer regularly attend the Treasurer workshop held at the GSSA to insure GCYPAA maintains visibility with Area 16 treasurers and stays abreast of current financial status of the Area 16 and GSO.

2.4 SECRETARY:

The Secretary shall act as custodian of all Advisory Council materials; maintain and make available at Council meetings notebooks of all prior Advisory Council meeting minutes; keep minutes of all Advisory Council and Operating Committee meetings which record all actions of the Advisory Council with the exception of when the site selection is being discussed (only the results shall be recorded). Furnish information from GCYPAA Advisory Council records when appropriate. Shall maintain the post office box and e-mail address for all correspondence, answer all correspondence or direct it to the appropriate person promptly; furnish minutes of the Advisory Council meeting to all Advisory Council members within thirty (30) days of the meetings for review; furnish copies of all needed materials or correspondence to all Council members in decisions affecting the Council. The Secretary shall see to it that an Advisory Council letterhead is established and furnished for use by all Advisory Council members in any official Advisory Council correspondence; be responsible for the revision and printing of all Council documents and literature including By-Laws; 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. (Adopted: September 2005 – Savannah) It is recommended that the Secretary regularly attend the Secretary workshop held at the GSSA to insure GCYPAA maintains visibility with Area 16 Secretaries and stays abreast of current/recommended secretarial duties that they may wish to implement within Advisory Council.

2.5 OUTREACH CHAIRPERSON:

The Outreach Chairperson shall maintain contact with the Host Committee Outreach Chairperson and coordinate with said person to ensure that General Service Office (GSO), AA Grapevine / La Viña, ICYPAA, regional Young people's conference (i.e. SECYPAA, ECYPAA, etc), and all neighbor Young People's Conferences (i.e. NCYPAA, FCYPAA, etc.) have an official Conference registration form at the earliest possible date. The Outreach Chairperson shall mail / e-mail all Advisory Council members flyers on events planned by or for the current Conference; obtain from the current Host Committee an official Conference registration form at the earliest possible date; build and maintain a GCYPAA mailing database of inner-groups, central offices, and YP groups and mail said registration form to mailing database. The Outreach Chairperson shall obtain all registration lists / databases and any other materials which the Advisory Council deems in the best interest of GCYPAA; coordinate at least one mass mailing to the entire mailing list per year an official Conference registration form. The Advisory Council will have ultimate responsibility for financing the mailings. However, financial assistance from the Host Committee will be welcomed and encouraged if it is in a position to contribute. (Adopted: September 2005 – Savannah) It is recommended that the Outreach Chairperson regularly attend the communications workshop held at the GSSA to insure GCYPAA maintains visibility with Area 16 and stays abreast of current communications committee actions. They should also maintain contact with editor of the Georgia message and insure timely placement of yearly conference flyer and listing of conference with other state events.

2.6 ARCHIVIST:

As almost any shred of material may one day be important in keeping our history intact, the archivist shall act as the caretaker of the archives; ensure that all factual material (documents, memorabilia, traveling showcases, etc.) are held in the Area 16 secure depository in such a way that there can be no substantial distortion of the material or the message of AA; shall be the liaison between the GSO Archivist and the ICYPAA Archivist; shall participate as an active member of the State (Area 16) archives committee and work closely with the Area 16 Archives chair to maintain and preserve all State AA archives. The Archivist shall follow the Archives Guidelines as set forth by GSO; act as liaison to Host Committee in all archive matters (i.e.: displays of materials for the Conference, and collection of material before, during, and after the Conference); obtain original Council minutes from the out-going Secretary and maintain originals for reference or display as needed; make suitable arrangements for the transportation and display of GCYPAA and State archives at the conference; and submit an annual inventory report of current GCYPAA holding in archives. The Archivist position shall serve for a total of four (4) years, after which he/ she may not be re-elected; may be a present Advisory Council member or a past Council member having at least one (1) year of service on the Advisory Council prior to election to the Archivist position, if the archivist is a past member of Council, he/she will act as a non-voting member of the Council. The Archivist must at all times act in accordance with the 12 Traditions, and the 12 Concepts of AA, being especially concerned with the protection of members' anonymity exercising appropriate authority while always remaining accountable to the guidance of the Advisory Council. To this end, the archivist shall exercise appropriate authority, while always remaining accountable to the guidance of the Advisory Council, and the Host Committee. This person shall hold the conference banner between conferences. At the start of each Conference, the Archivist will turn the banner over to the Host Committee for display and collect the banner after the closing meeting of the conference. (Adopted: September 2009 – Savannah)

2.7 WEBSITE CHAIRPERSON:

The Web Site Chairperson is responsible for the maintenance of the GCYPAA website (www.gcypaa.org) which the Advisory Council controls; posses working knowledge of web design & maintenance; shall serve for a total of four (4) years, after which he or she may not be re-elected unless hardship occurs or inadequate knowledge within Council nominees; obtain from the current Host Committee an official Conference registration form at the earliest possible date; obtain from Secretary accurate revisions of all council documents and literature including By-Laws; Facts, Aims and Purposes; Bidding Requirements; Host Committee Responsibilities; and Conference Recommendations and Suggestions. All these items should all be digitized using a common tool to allow viewing and downloading from the website. The Web Site Chairperson must at all times act in accordance with the 12 Traditions, and the 12 Concepts of AA, being especially concerned with the protection of members' anonymity exercising appropriate authority while always remaining accountable to the guidance of the Advisory Council. To this end, the web chairperson shall exercise appropriate authority, while always remaining accountable to the guidance of the Advisory Council, and the Host Committee. (Adopted: September 2005 – Savannah)) It is recommended that the Web Site Chairperson regularly attend the Web Committee meeting held at the GSSA to insure GCYPAA maintains visibility with Area 16 Web Committee and stays abreast of current Area 16 and GSO web practices. The Web Site Chairperson is also responsible for the maintenance and administration of the GCYPAA Facebook page and its transition from the current host committee to the newly elected host committee.