

Arizona State Conference of Young People in Alcoholics Anonymous  
Advisory Council  
P.O. Box 16171  
Phoenix, AZ 85011

**By-Laws**

Revised 6/3/00

Amended 11/11/00, 5/19/01

**1 Preamble**

We, the members of the ASCYPAA Advisory Council, have formed for the purpose of establishing a rotating body of past ASCYPAA Host Committee members who shall act as guardians of the conference integrity and experience. The ASCYPAA Advisory Council is a service body, which is directly responsible to all members of Alcoholics Anonymous who wish to participate in anything having to do with ASCYPAA. In all its proceedings, the ASCYPAA Advisory Council shall observe the spirit of A.A. Tradition, taking great care that the Conference never become the seat of perilous wealth or power; that sufficient operating funds, plus an ample reserve, be its prudent financial principle; that none of the Advisory Council members shall ever be placed in a position of unqualified authority over any of the others; that all important decisions be reached by discussion, vote, and whenever possible, by substantial unanimity; that no Advisory Council action ever be punitive or an incitement to public controversy; that though the Advisory Council may act for the service of ASCYPAA, it shall never perform any acts of government; and that, like the society of Alcoholics Anonymous which it serves, the Advisory Council itself will always remain democratic in thought and action.\* As such, it will make itself available to answer questions from any A.A. member who wishes. It also places itself at the disposal of the current Host Committee, and all Bid Committees to offer any assistance, which is within its power to provide. We recognize that not all A.A. members will find our conference necessary to their recovery from alcoholism; we aim only to serve those who desire our assistance.

\* Adapted from The A.A. Service Manual adopted by the General Service Conference on April 26, 1962

**2 Structure of the Advisory Council**

**2.1 Advisory Council Terms and Eligibility**

Each Host Committee shall elect three of its own members to serve a term of five years on the Advisory Council (five traveling conferences). All candidates for service on the Advisory Council must be members of Alcoholics Anonymous, have reached their eighteenth birthday, and have at least one year of continuous sobriety. Those being selected must have served on the Host Committee continuously for six months prior to the actual conference on which they served. Should the Advisory Council not have full membership, those members rotating off may be requested to serve until Council again reaches full strength.

**2.2 Host Committee Elections to Advisory Council**

Elections for Advisory Council should be held 2-3 weeks prior to the conference date, by "Third Legacy Procedure" (see A.A. Service Manual). The Advisory Council shall provide information regarding the position duties and any other responsibilities. Advisory Council members are encouraged to attend for the purpose of providing additional insight on the position, but will not vote on any issues. It is the responsibility of Advisory Council to maintain regular contact with the Host Committee and attend the election if possible. It shall be the ultimate duty of the Advisory Council Chairperson to ensure this is followed.

**2.3 Alternates; Vacancies of Elected Positions Within the Council**

Each elected member to the Advisory Council shall choose an alternate who is also a member of their Host Committee who meets criteria in 2.1, in case they become unable to complete their term. Vacant Council seats shall be filled by the previously designated alternate and approved by the Advisory Council. In the event that an elected position within the Council becomes vacant, the Advisory Council Chairperson shall appoint a current Advisory Council member to fill that position until

the next Bi-Annual meeting.

#### 2.4 Resignation

Any member of Advisory Council who consumes alcoholic beverages will be considered to have resigned. Any Advisory Council member who fails to attend two consecutive formal meetings will also be considered to have voluntarily resigned.

### **3 Operating Committee**

#### 3.1 Duties of Advisory Council

The most important job that a member of the ASCYPAA Advisory Council has is to encourage participation in the Conference among the members of Alcoholics Anonymous within the scope of the Conference. It is also important to encourage the formation of Bid Committees to bid for the Conference. Both of these actions will go a long way in preserving the continuity of our Conference.

#### 3.2 Composition and Elections

Every two years, the Advisory Council shall hold an election by "Third Legacy Procedure" (see A.A. Service Manual) for the following positions; Chairperson, Co-Chairperson, Secretary, Treasurer, and Mailing Chairperson which shall comprise the Operating Committee. These elections shall be held on odd years. The Advisory Council may decide at any time to create other positions which it deems necessary to have. Upon election, Operating Committee members will serve a term of two years, and may be re-elected to one additional Operating Committee term. Operating Committee members shall not take actions on behalf of the Advisory Council or ASCYPAA, individually or collectively, without the consent of the entire Advisory Council.

#### 3.3 Eligibility

Council members must have been members of the Advisory Council for at least one year before being eligible to serve on the Operating Committee. A member of the Advisory Council who is in their last year of service may make themselves available to serve on the Operating Committee, and if elected thereto, shall remain on the Advisory Council until the completion of their term on the Operating Committee, provided they have not already served on the Operating Committee for two terms.

#### 3.4 Chairperson

The Chairperson shall: arrange for and announce the agenda for all Advisory Council meetings; open Advisory Council meetings and 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 their signature to all Advisory Council actions; be one of the three signatures on all Advisory Council bank accounts; act as a liaison to any A.A. member who has a request of the Advisory Council; maintain regular correspondence with all Advisory Council members to insure that all Advisory Council tasks are being tended to; stand ready to assist in any tasks where assistance is requested or required; and keep the Co-Chairperson abreast of all Advisory Council activities. See also sections 2.2, 2.3, 4.6, 5.1, and 5.4.

#### 3.5 Co-Chairperson

The Co-Chairperson shall, in the absence of the Chairperson, accept the full duties of the Chairperson; carry out the various duties assigned by the Operating Committee; act as liaison between the Advisory Council and the General Service Office and Arizona Area Committee; be one of three signatures on all Advisory Council bank accounts; and remain fully informed on all Advisory Council matters. The Co-Chairperson shall also be responsible for maintenance of the ASCYPAA website, but may appoint someone to assist with those duties (the Advisory Council controls the ascypaa.org site).

#### 3.6 Secretary

The Secretary shall: act as custodian of all Advisory Council materials; keep accurate minutes of all Advisory Council meetings which record all actions of the Advisory Council (exception: when site selection is being discussed, only the results shall be recorded); keep and maintain an accurate phone list of all current Advisory Council members; furnish information from Advisory Council records

when appropriate; answer all correspondence promptly and to the will of the majority of the Advisory Council members; furnish minutes of the Advisory Council meetings to all Advisory Council members in a timely manner; see to it that an Advisory Council letterhead is established for use by all Advisory Council members in any official Advisory Council correspondence; furnish copies of all correspondence to all Advisory Council members on all matters affecting the Advisory Council, Young People's AA, or ASCYPAA as a whole.

### 3.7 Treasurer

The Treasurer shall: keep accurate financial records of all Advisory Council transactions; give financial reports at Advisory Council meetings; submit a financial statement at each meeting; have in his or her possession at Advisory Council meetings all bank statements, deposit slips and check books, in order to be prepared to make deposits and disbursements; maintain all accounts to be subject to inspection at any time; be one of three signatures on all bank accounts; 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. See also section 4.5.

### 3.8 Mailing Chairperson

The Mailing Chairperson shall: build and maintain the ASCYPAA mailing list of current and past registrants; obtain from the current Host Committee an official Conference registration form at the earliest possible date; furnish the General Service Office with the current conference registration form; coordinate at least one mailing to the entire list per year (if at all possible, two mailings should be done, with finances being the only consideration for not doing two).

The Mailing Chairperson shall also issue, on an annual basis, an invitation to bid for the conference to all major service bodies and Young People's Groups within the scope of the Conference. In addition to the current conference flyer, the invitation shall include "What Is ASCYPAA?", "Facts, Aims, and Purposes", and current Bidding Requirements and Conference Guidelines, as well as any other material which the Advisory Council deems in the best interest of ASCYPAA.

The Advisory Council will have the 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.

### 3.9 Archivist

As almost any shred of material may one day be important in keeping our history intact, the Archivist shall: accrue, display and maintain all factual material (documents, memorabilia, traveling showcases, etc.) to be displayed at the Conference; act as a liaison between the GSO Archivist and Area Archivist and the Advisory Council pertaining to all ASCYPAA archive issues; follow, to the best of his or her ability, the Archive Guidelines set forth by GSO; act as a liaison between the Advisory Council and Host Committee Archivist pertaining to all archive matters; and have on display the Advisory Council minutes. The Archivist must also submit a written report at the Bi-Annual Advisory Council meeting which details all activities of the previous year, including a detailed account of expenses associated with that year's activities, and submit a projected budget as part of the agenda for the coming year.

The Archivist position must be filled by a present or a past Advisory Council member. This person must be able to serve a four year term. In the event that the Archivist is not able to attend a Conference during their term, the Archivist may appoint an alternate to fulfil their stated responsibilities. The Archivist is welcome to attend all Advisory Council meetings, and will have a voice. However, if the Archivist is a past member of Council, they will not have a vote.

The Archivist must at all times act in accordance with the Twelve Traditions and the Twelve Concepts of A.A., being especially concerned with the protection of members' anonymity. To this end, the Archivist shall exercise appropriate authority, while always remaining accountable to the guidance of the Advisory Council and the Host Committee.

## **4 Advisory Council Operating Procedures**

### **4.1 Revisions to Advisory Council Documents**

Any Advisory Council member proposing changes to Advisory Council documents (By-Laws, "What Is ASCYPAA?", "Facts, Aims and Purposes", Bidding Requirements and Conference Guidelines, etc.) should distribute copies of those proposals prior to the day of any scheduled meeting for evaluation by other Advisory Council members. A two-thirds majority vote of the quorum is necessary to change all Advisory Council documents or to rescind operating procedures. Emergency proposals may be added to the agenda by a two-thirds majority vote.

### **4.2 Enactment Dates**

All documents and revisions, existing and produced, shall have the enactment date thereof affixed as a part of the document.

### **4.3 Financial Transactions**

All Advisory Council financial transactions must be made through its bank account(s).

### **4.4 Authority to Incur Expenses**

No member of the ASCYPAA Advisory Council should incur expenses (other than pre-approved budget items) on behalf of the Advisory Council without first receiving a two-thirds majority approval. Expenses incurred for the purposes of ASCYPAA outreach (travel, copies, etc.) should be reimbursed, upon approval of the Advisory Council.

### **4.5 Distribution of Funds; Prudent Reserve; Seed Money**

The Treasurer shall submit for approval the distribution of funds for the coming year. The Advisory Council shall endeavor to maintain a prudent reserve of \$1,000. This amount is in addition to an annual allocation of \$1,000 seed money provided to the selected Host Committee. Remaining funds after operating expenses are to be split 50/50 between the Arizona Area Committee of Alcoholics Anonymous and the General Service Office of Alcoholics Anonymous. The operating funds, prudent reserve and seed money are arbitrary figures based on current economic conditions and can be altered by a simple majority vote of the quorum.

### **4.6 Post Office Box**

The Advisory Council shall maintain a Post Office box for all correspondence, which will serve as the official mailing address. The Chairperson shall make certain that the mail is forwarded to the Secretary in a timely manner, and see that the Post Office box rent is paid on time.

### **4.7 Use of Advisory Council Property**

The Post Office box, bank account(s), and other Advisory Council material shall not be used for anything other than Advisory Council business.

### **4.8 Continued Ownership by Advisory Council**

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

### **4.9 Group Conscience**

The Advisory Council shall act as a body. No one member shall act independently of the majority opinion.

### **4.10 Welfare of A.A.**

The Advisory Council should always consider the welfare of A.A. as a whole before taking any actions which may effect our Fellowship. Please keep the Twelve Traditions and Twelve Concepts foremost in mind.

## **5 Advisory Council Meetings**

### **5.1 Place, Quorum, Voting**

The Chairperson shall call for and arrange a meeting place and agenda for all Advisory Council meetings. A quorum of at least two-thirds of the active Advisory Council members must be present in order for the Advisory Council to conduct business. Motions and resolutions shall require a simple majority vote of the quorum for approval. Conference site selection shall be done by "Third Legacy Procedure" (see A.A. Service Manual). All Advisory Council members shall have one vote and vote on all matters. In absentia voting is not permitted. A two-thirds majority vote of the quorum is necessary to change all Advisory Council documents or to rescind operating procedures.

### **5.2 Closed Executive Sessions**

The Advisory Council may meet in closed executive session to discuss and conduct business relating to the selection of the Conference site and to legal matters.

### **5.3 Assignment of Counties**

The Chairperson shall assign all members of the Advisory Council specific counties within the Conference scope for outreach. All members of the Advisory Council will also be required to give a report on their outreach activities at each Bi-Annual Advisory Council meeting. As new members join the Advisory Council, adjustments shall be made according to location and interest. Please refer to section 3.1.

## **6 Selection of Conference Site**

### **6.1 Bid Committees**

Bids for the hosting of the next year's ASCYPAA shall be submitted by Bid Committees at the Conference, in accordance with the Bid Requirements set forth by the Advisory Council.

### **6.2 Selection of the Conference Site**

The Advisory Council shall have the sole and final authority over selection of the Conference host city. In choosing the site of the Conference, it is preferable to focus on those areas which historically have had little exposure to such conferences, but attention must also be given to the welfare of the Conference as a whole. All bids will be given equal consideration, regardless of size, population, or location.

### **6.3 Hosting of Conference If No Bid Presented**

In the event that no city presents a bid, an emergency meeting of the Advisory Council shall be called without delay. All past and present Advisory Council members shall be invited to attend in order to find a suitable site for the Conference or to determine if the Conference should be suspended. In this event, the subsequent fate of the Advisory Council and its functions must be determined.

## **7 The Conference**

### **7.1 Designation of Conference**

All ASCYPAA's shall be designated as such and be further distinguished by a number (ASCYPAA VIII / 8th Annual ASCYPAA, ASCYPAA IX / 9th Annual ASCYPAA, and so on) so as to preserve autonomy and character.

### **7.2 Conflicts with Other A.A. Functions**

No ASCYPAA shall ever be held in conjunction with any other function, A.A. or otherwise. All Host Committees shall also go to the greatest possible lengths not to schedule their Conference in conflict with any other major A.A. functions taking place within the scope of the Conference.

- 7.3 **Host Committee Responsibility for Expenses; Transfer of Funds, Archives After Conference**  
All ASCYPAA Host Committees are obligated to pay all bill involved with hosting their conference and cannot expect the Advisory Council to assume any financial responsibility for it. However, as stated in the Bidding Requirements, all net proceeds from the Conference are to be returned to the Advisory Council in order to meet the levels set forth in section 4.5 above. All other material produced by the conference shall also be forwarded to the Advisory Council for submission into its archives. Each Host Committee will have sixty days after the close of its conference to forward financial statement and the net proceeds to the Advisory Council Treasurer. It shall be the responsibility of the newly elected members of the Advisory Council from the Host Committee to see to it that this is done.
- 7.4 **Maintenance of Post Office Box by Host Committee**  
The Host Committee shall maintain its Post Office box until such time after the completion of the Conference as is required for the completion of all Conference business.
- 7.5 **Autonomy of Host Committee**  
The Host Committee should be offered all prior conference material together with whatever individual or collective information the Advisory Council members possess. Once chosen, the Host Committee shall be given complete autonomy from the Advisory Council in those matters concerning the planning of the Conference. The Council stands ready to assist when requested or when the Host Committee is unable to plan and conduct the Conference, in which, the Council shall assume the planning and conduct of the Conference, or shall delegate the same to a new and able Host Committee.

## By-Law Amendments

11/11/00

### 2.3 Alternates

Each elected member to the Advisory Council shall choose an alternate who is also a member of their Host Committee who meets criteria in 2.1, in case they become unable to complete their term. Vacant Council seats shall be filled by the previously designated alternate and approved by the Advisory Council. *In the event that a position becomes vacant, the Advisory Council Chairperson shall appoint a current Advisory Council member to fill that position until the next Bi-Annual meeting.*

### 3.5 Co-Chairperson

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