

# WICYPAA ADVISORY COUNCIL BY-LAWS

Revised March 13, 2010

## **PREAMBLE:**

The Wisconsin Conference of Young People in Alcoholics Anonymous (**WICYPAA**) was founded in 1993 for the purpose of carrying the message to the still suffering alcoholic, and furthering the principles of Alcoholics Anonymous (AA). A permanent committee was established in 1994 for the preservation of the experience and material. Being aware that not all young people find our conference necessary, we do not propose to be a universal answer or governing body for young people. We believe it beneficial to share our experience with all who may request it, for it is through our sharing that we have learned to function within the framework of the Twelve Traditions of Alcoholics Anonymous.

## I. **PURPOSE:**

The **WICYPAA** Advisory Council is the custodian of the Conference. 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 WICYPAA 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.

## II. **MEMBERSHIP:**

- A. Each Host Committee shall elect four people and three alternates to serve on the Advisory Council. They should have served on the Host Committee continuously for six months prior to the actual Conference, and shall have at least one year of continuous sobriety.
- B. Those selected shall serve as voting members of the council beginning the Monday after the Conference from which they were elected, and four subsequent conferences.

C. Failure to maintain continuous sobriety shall be considered a resignation from the Advisory Council.

D. Attendance:

1. Failure of an Advisory Council member to attend a conference, or any regularly scheduled meeting of the Advisory Council without notice, shall be grounds for dismissal from the Advisory Council upon a two-thirds vote.
2. Failure to attend two consecutive meetings shall be grounds for dismissal upon a two-thirds vote.
3. The alternate members shall be advised of all meetings and invited to attend. In the absence of a regularly elected member, an alternate elected from that member's conference may take the place of the absent member.

E. Vacancies

1. In the event of a vacancy on the Advisory Council resulting from resignation or dismissal, a current alternate shall replace the former member. If more than one alternate is present and willing to replace an absent member or fill a vacancy, the position shall be filled by Third Legacy vote.
2. In the event of a vacancy for which no current alternate is available, the member rotating off the Advisory Council may be asked to serve until the Advisory Council has again reached full membership of sixteen members. In the event that there are not sufficient members rotating off the Advisory Council to fill all the vacancies on the Advisory Council, the Council may ask former Advisory Council members to fill any vacancies.

### III. ADVISORY COUNCIL POSTIONS:

A. There shall be an Operating Committee, consisting of a Chair, Co-Chair, Secretary, and Treasurer. In addition, there shall be Liaisons to Area 74 and Area 75, an Archivist, a web-liaison and a co-treasurer. The Operating Committee has the "Right of Decision" in between regular scheduled meetings and shall inform the advisory council as a whole of all decisions made during that time.

B. No member shall be elected to an Operating Committee position until he or she has served at least one year on the Advisory Council.

- C. All positions shall be filled by Third Legacy voting procedure, as set forth in the Alcoholics Anonymous Service Manual.
- D. No one member of the Advisory Council shall take any action affecting the Advisory Council or WICYPAA without the authorization of the Advisory Council as a whole.
- E. Positions and responsibilities on the Advisory Council shall be as follows:
1. **CHAIRPERSON:** Shall arrange and announce the agenda for all Advisory Council meetings. Shall open all Advisory Council meetings and maintain meetings in a reasonable order. Shall execute all Advisory Council actions. Shall be one of the four signatures on all Advisory Council bank accounts. Shall use their discretion on handling all incoming emails addressed to [chair@wicypaa.org](mailto:chair@wicypaa.org). This position shall be for a term of one year and serve as a member of the Operating Committee.
  2. **CO-CHAIR:** In the absence of the Chair, shall assume the full duties of the Chair. Shall act as liaison between the Advisory Council and the General Service Office. Shall be one of the four signatures on all Advisory Council bank accounts. This position shall be for a term of one year and serve as a member of the Operating Committee.
  3. **SECRETARY:** Shall act as custodian of Advisory Council material including minutes, contact information, by-laws, bidding requirements, and host packets. Shall keep minutes of all Council meetings and furnish copies to all Advisory Council members and to the current Host Committee. Shall furnish information from our records to anyone who may request it. Shall furnish copies of all correspondence to Advisory Council members and respond promptly according to Advisory Council decisions. The Secretary shall be reimbursed for related expenses. This position shall be for a term of one year and serve as a member of the Operating Committee.
  4. **TREASURER:** Shall keep accurate financial records of all Advisory Council transactions subject to inspection at all times. Shall submit written financial reports at all Advisory Council meetings. Shall have in his or her possession at all Advisory Council meetings all bank statements, receipt books, deposits, and check books. Shall be one of the four signatures on all Advisory Council bank accounts serving for duration of a two (2) year commitment. This position shall be for a term of two years and serve as a member of the Operating Committee.
  5. **CO-TREASURER:** In the absence of the Treasurer, shall assume all the duties of the Treasurer. Shall act as a liaison between Advisory Council and host committee's treasurer. Shall be an alternate signature on the checks in the absence of the Treasurer. This position shall be for a term of one year.

6. **LIAISONS FOR AREAS 74 AND 75:** Shall maintain a space on the agenda at and attend all Area Assembly meetings and Conferences. Shall furnish reports to the Areas as instructed by the Advisory Council and shall have information regarding WICYPAA on hand to distribute upon request (i.e. bid requirements, by-laws, host packets & current registration fliers). Shall be available to provide information regarding WICYPAA to anyone who may request it. Liaisons will be reimbursed for gasoline expenses. This position shall be for a term of one year.
7. **ARCHIVIST:** Shall act as holder of all factual material (documents, memorabilia, traveling showcases, etc.) in such a way that there can be no substantial distortion of our history. Shall act as a liaison between the General Service Office archivist and the Advisory Council pertaining to all WICYPAA Archive issues. Shall follow, to the best of his or her ability, the Archive guidelines set forth by General Service Office. Shall act as a liaison between the Advisory Council and the Conference host city Archives Committee pertaining to all Archive matters. This position shall be for a term of two years.
8. **WEB LIAISON:** Monitor and approve content on WICYPAA's website, taking anything questionable to full advisory committee (i.e.: changes to purpose statement etc). Be included as a recipient of [webmaster@wicypaa.org](mailto:webmaster@wicypaa.org) along with \*WEBMASTER, who will actually be making the updates. Report usage statistics of website (number of hits) to Advisory. Research and report back on new proposals such as using electronic registrations (i.e.: too risky, elaborate or expensive). Shall check monthly to ensure all links located on WICYPAA website are working. Email links include:

1. [chair@wicypaa.org](mailto:chair@wicypaa.org) - emails to chair
2. [webmaster@wicypaa.org](mailto:webmaster@wicypaa.org) - emails to Webmaster & Web Liaison
3. [secretary@wicypaa.org](mailto:secretary@wicypaa.org)
4. [treasurer@wicypaa.org](mailto:treasurer@wicypaa.org)
5. [co-chair@wicypaa.org](mailto:co-chair@wicypaa.org)

(\*WEBMASTER – a person who designs or maintains website)

- F. Elections for all Advisory Council positions shall take place at meeting of the Council on Friday night of the WICYPAA conference.

All terms of office shall begin immediately upon election, and shall continue until the subsequent election.

#### IV. **MEETINGS:**

- A. The Chairperson shall call and arrange the meeting place of all Advisory Council meetings. A quorum, which consists of a simple majority of serving members, must exist for the Advisory Council to take any official action on behalf of the Council. In the

event that quorum is not met, the Operating Committee will decide to conduct business. Except as otherwise noted, motions and resolutions shall require a simple majority of those in attendance. All members shall have one vote. Absentee voting is not permitted.

- B. The Advisory Council shall meet for a bidding session Saturday morning, and may meet at other times during the conference to determine the site of the next conference. Except as otherwise noted, Advisory Council members are expected to attend all meetings necessary to award the Conference to a bidding city. The Advisory Council shall have sole authority to award the conference to a bid committee. The decision to award the Conference to a bid committee shall be by Third Legacy voting.
- C. In the event that no bids are presented, an emergency meeting of the Advisory Council will be called without delay. All past and present Advisory Council members will be invited to attend in order to find a suitable location for the conference, or to determine if the Conference should be suspended, and if so, what the subsequent fate for the Advisory Council and its functions will be.
- D. After the Host Committee has closed its books, the Chairperson shall schedule a meeting at some convenient time to allocate funds and handle any business arising from the conference. The Advisory Council shall endeavor to maintain a prudent reserve for the conference support of \$3,500 for emergency use only should any Host city fall by means of financial problems. Upon deciding where the conference will be held in the following year, the Council shall allocate up to \$500.00 to the Host city, \$250.00 shall be allocated the night of the conference and up to \$250.00 can be allocated 90 days later. . In addition, the Advisory Council shall allocate \$1000.00 sufficient to pay its operating expenses for the coming year. The total amount to be held in prudent reserve will be \$5,000.00. (The prudent reserve may drop below the \$5,000.00 between allocating \$500 seed money to the new host city and \$1,000 operation expenses.) Remaining funds shall be dispersed in the following manner: 30% to General Service Office, 30% to Area 74, 30% to Area 75, and 10% to the appropriate central office or Intergroup as determined by the Advisory Council, with a preference to the city where the host committee is located.
- E. The Advisory Council shall meet at least one other time during the year for the purpose of evaluating the progress of the current Host Committee and deal with any other necessary business.
- F. The Chairperson may call any additional meeting of the Advisory Council, which the Chair deems necessary.

V. **OPERATING PROCEDURES:**

- A. The Advisory Council shall establish bidding requirements and have sole authority to make exceptions thereto.

- B. Any Advisory Council member proposing any change in the by-laws or other Advisory Council documents shall distribute copies of those proposals at least three days prior to a meeting of the Advisory Council, in order to give members a chance to review them. Any emergency proposals may be added to the agenda by a simple majority vote. Amendment shall be by quorum spoken of in section IV- A. All Advisory Council documents and revisions shall have the date of drafting.
- C. The Advisory Council will maintain a permanent mailing address. The Advisory council Treasurer will maintain the P.O. Box, furnish General Service Office with our current address, and ensure that rent on the P.O. Box is paid.
- D. All Advisory Council financial transactions shall be through its bank accounts. No member of the Advisory Council shall incur expenses on behalf of the Council, other than telephone or postage regarding Council business, without quorum. Chair, Co-Chair, Treasurer and Co-Treasurer shall be named on the Council's bank account. Two signatures shall be required on checks at all times. Chair or Co-Chair and Treasurer or Co-Treasurer shall be signees on checks.
- E. The Advisory Council shall adhere to the Twelve Traditions and the Twelve Concepts of World Service of Alcoholics Anonymous.
- F. All materials of the Advisory Council shall be deemed property of the Advisory Council and passed on to successive Councils. The P.O. Box, bank accounts, and other property of the Advisory Council shall not be used for anything other than Advisory Council business.
- G. No member of the Advisory Council shall hold a voting position on a current WICYPAA Host Committee.
- H. Advisory Council shall maintain web hosting and domain costs for WICYPAA.org

VI. **THE CONFERENCE/HOST COMMITTEE:**

- A. Each Conference is responsible to pay its own expenses and cannot expect the Advisory Council to assume any financial obligations, which it may incur. Any profits made shall be disbursed to the Advisory Council (reference IV. D.). The Host Committee shall close its books within sixty days of the close of the Conference, and forward a written financial statement, and any balance, to the Advisory Council Treasurer. In the event debt that debt is incurred, the Host Committee shall make efforts to resolve debt (i.e. events, etc.).
- B. The Host Committee will be given autonomy from the Advisory Council. It is a distinct committee operating with the knowledge that the Advisory Council stands ready to assist whenever it is requested to do so. The Host Committee may not make decisions that may cause harm to WICYPAA as a whole.

- C. The Host Committee should maintain a permanent mailing address until all conference business is completed.
- D. It is strongly suggested that all documents regarding the Host committee's checking account be sent to the Advisory Council Treasurer. The purpose of this suggestion is to act as a check against improper use of funds, to assure that several people are aware of the committee's financial condition, and to ensure that bills are paid in a timely fashion, so as to protect the good name of the conference.
- E. If the Host Committee requests assistance, the Advisory Council should stand ready to assist in any way necessary. The long-term success of the Conference shall always be the primary concern of the Advisory Council.