

Arizona State Conference of Young People in Alcoholics Anonymous
Advisory Council
P.O. Box 7319
Phoenix, AZ 85011

By-Laws

Revised 6/3/00

Amended 11/11/00, 5/19/01, 26/11/05, 2/6/07, 24/11/07, 13/9/08, 27/6/09, 30/10/10

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

Up to five eligible members of each Host Committee are invited to serve a term of five years on the Advisory Council (five traveling conferences). All Advisory Council members must be members of Alcoholics Anonymous, have reached their eighteenth birthday, have at least one year of continuous sobriety, and 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, considered to be twenty active members.

2.2 Host Committee Elections to Advisory Council

Elections shall only be carried out in the event that there are more than five eligible members on the host committee willing to serve on the Advisory Council. Elections for and/or introduction to the Advisory Council should be held 2-3 weeks prior to the conference date, with any elections conducted by "Third Legacy Procedure" (see A.A. Service Manual), treating each of the five membership places as a separate election. The Advisory Council shall provide information regarding the position duties and any other responsibilities, regardless of whether an election is necessary. Advisory Council members are encouraged to attend for the purpose of providing additional insight on the position, but will not vote on any issues. Any Host committee members not elected who are eligible and willing to serve on the Advisory Council will be considered Advisory Council alternates. It is the responsibility of the Advisory Council to maintain regular contact with the Host Committee and to attend the election, if necessary, wherever 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

In the event that the number of active Advisory Council members falls below 20, those vacant Council seats shall be filled by the Advisory Council alternates, selecting alternates from Host Committees with the smallest Advisory Council representation first. In the event that the active membership of the Advisory Council falls below fifteen, past members will be asked to return, beginning with those who rotated off most recently. 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, Mailing Chairperson, and Outreach 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.

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; implement any required changes to ASCYPAA documentation, including the by-laws; maintain a list of approved motions, pending bylaws amendments, and procedural changes that affect the future operation of ASCYPAA and/or the Advisory Council.

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; meet with the new host committee at their first post-election meeting to discuss seed money as well as the Advisory Council budget; 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 and Area 03; 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 shall be elected by the Advisory Council, but will serve an open-ended term at their leisure. The Advisory Council may remove the Archivist by a simple majority vote if necessary. In the event that the Archivist is not able to attend a Conference during their term, the Archivist may appoint an alternate to fulfill 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.

See also section 7.3.

3.10 Outreach Chair

The Outreach chair shall be responsible for coordinating all Advisory Council outreach activities not specifically delegated to the Mailing Chairperson. The Advisory Council's outreach activities should include: assisting the current Host Committee in outreaching their events and conference, as well as offering past experience with the planning and execution of the conference; assisting Bid Committees and potential bid cities with outreaching their events and putting together a bid packet; developing outreach contacts throughout Arizona; and developing outreach contacts in neighboring states. The Outreach Chair's primary job is delegation, as all Advisory Council members are expected to participate in the Advisory Council's outreach activities. Please refer to section 3.1.

3.11 Webservant

The Webservant shall: secure hosting for the ASCYPAA website; maintain the ASCYPAA website; work with the host committee to set up online registration for the conference, to convey the online registration data to the host committee and to post pre-conference event and conference information on the website; work with any ASCYPAA bid committees and other YPAA entities within Arizona to post their AA event information on the website; work with the Advisory Council archivist to obtain material for and maintain a digital archive of ASCYPAA material; ensure that all material posted on the ASCYPAA website protects the anonymity of AA members and conforms to the Twelve Traditions of AA. The Webservant must be a past or present member of the Advisory Council. The Webservant shall be elected by the Advisory Council, but will serve an open-ended term at their leisure. The Advisory Council may remove the Webservant by a simple majority vote if necessary. The Webservant is welcome to attend all Advisory Council meetings, and will have a voice. However, if the Webservant is a past member of Council, they will not have a vote.

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; Contingency 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 and a contingency reserve of \$5000. These amounts are 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 Advisory Council may temporarily modify the distribution and recipients of the remaining funds, provided a motion to do so is approved by a two-thirds majority of the quorum. The distribution of any remaining funds shall be executed following the mid-year and conference Advisory Council meetings. 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. In the event that a quorum is not present, the meeting may proceed, provided a minimum of three fourths of the active Advisory Council members approve of holding that meeting without a quorum present. Bylaws amendments may only be considered if a quorum is present. Motions and resolutions shall require a simple majority vote 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 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.

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 bills 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

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).

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.*

4.6 Post Office Box

The Advisory Council shall maintain a Post Office box for all correspondence, which will serve as the official mailing address ~~for the Advisory Council, and t.~~ 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.

5.1 Place, Quorum, Voting

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7.1 Designation of Conference; ~~Conflicts with Other A.A. Functions~~

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. ~~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.~~

7.2 *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.

By-Law Amendments

5/19/01

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 ~~a position becomes vacant~~ *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.

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.

4.5 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 ~~for conference support, if necessary.~~ 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 ~~the conference support fund~~ or seed money are arbitrary figures based on current economic conditions and can be altered by a simple majority vote of the quorum.

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 (~~By-Laws, "What Is ASCYPAA?", "Facts, Aims, and Purposes", Bidding Requirements and Conference Guidelines, etc.~~), or to rescind operating procedures.

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By-Law Amendments

26/11/05

2.1 Advisory Council Terms and Eligibility

Each Host Committee shall elect ~~three~~ four 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.

2.3 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~~ *two alternates elected by the host committee of the departing council member* 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.

By-Law Amendments

2/6/07

4.5 Distribution of Funds; Prudent Reserve; *Contingency 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 *and a contingency reserve of \$5000*. ~~These~~ *This* amounts ~~are~~ *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.

By-Law Amendments

24/11/07

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; *meet with the new host committee at their first post-election meeting to discuss seed money as well as the Advisory Council budget*; 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.

By-Law Amendments

13/9/08

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; *implement any required changes to ASCYPAA documentation, including the by-laws; maintain a list of approved motions, pending bylaws amendments, and procedural changes that affect the future operation of ASCYPAA and/or the Advisory Council.*

By-Law Amendments

27/6/09

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2.2 Host Committee Elections to Advisory Council

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2.3 Alternates; Vacancies of Elected Positions Within the Council

In the event that the number of active Advisory Council members falls below 20, those vacant Council seats shall be filled by the Advisory Council two alternates elected by the host committee of the departing council member and approved by the Advisory Council, selecting alternates from Host Committees with the smallest Advisory Council representation first. *In the event that the active membership of the Advisory Council falls below fifteen, past members will be asked to return, beginning with those who rotated off most recently.* 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.

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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.~~ *This person shall be elected by the Advisory Council, but will serve an open-ended term at their leisure. The Advisory Council may remove the Archivist by a simple majority vote if necessary.* 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.

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See also section 7.3.

3.10 Outreach Chair

The Outreach chair shall be responsible for coordinating all Advisory Council outreach activities not specifically delegated to the Mailing Chairperson. The Advisory Council's outreach activities should include: assisting the current Host Committee in outreaching their events and conference, as well as offering past experience with the planning and execution of the conference; assisting Bid Committees and potential bid cities with outreaching their events and putting together a bid packet; developing outreach contacts throughout Arizona; and developing outreach contacts in neighboring states. The Outreach Chair's primary job is delegation, as all Advisory Council members are expected to participate in the Advisory Council's outreach activities. Please refer to section 3.1.

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. *In the event that a quorum is not present, the meeting may proceed, provided a minimum of three fourths of the active Advisory Council members approve of holding that meeting without a quorum present. Bylaws amendments may only be considered if a quorum is present.* 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.

5.3 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.~~

By-Law Amendments

30/10/10

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, *and Outreach 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.

3.5 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).~~

3.11 Webservant

The Webservant shall: secure hosting for the ASCYPAA website; maintain the ASCYPAA website; work

with the host committee to set up online registration for the conference, to convey the online registration data to the host committee and to post pre-conference event and conference information on the website; work with any ASCYPAA bid committees and other YPAA entities within Arizona to post their AA event information on the website; work with the Advisory Council archivist to obtain material for and maintain a digital archive of ASCYPAA material; ensure that all material posted on the ASCYPAA website protects the anonymity of AA members and conforms to the Twelve Traditions of AA. The Webservant must be a past or present member of the Advisory Council. The Webservant shall be elected by the Advisory Council, but will serve an open-ended term at their leisure. The Advisory Council may remove the Webservant by a simple majority vote if necessary. The Webservant is welcome to attend all Advisory Council meetings, and will have a voice. However, if the Webservant is a past member of Council, they will not have a vote.

4.5 Distribution of Funds; Prudent Reserve; Contingency 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 and a contingency reserve of \$5000. These amounts are 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 Advisory Council may temporarily modify the distribution and recipients of the remaining funds, provided a motion to do so is approved by a two-thirds majority of the quorum. The distribution of any remaining funds shall be executed following the mid-year and conference Advisory Council meetings.* 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.