

Bylaws of the

Nevada Area Conference of Young People in Alcoholics Anonymous

I. STATEMENT OF PURPOSE

We, the members of the Nevada Area Conference of Young People in Alcoholics Anonymous (N.A.C.Y.P.A.A), have formed for the purpose of establishing an annual conference in Area 42. In all its proceedings NACYPAA shall observe the spirit of A.A. Traditions, taking great care that the Conference never becomes 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 personally punitive or an incitement to public controversy; that though the Advisory Council may act in service of and to protect NACYPAA, it shall never perform any unnecessary acts of governance; and that, like the society of Alcoholics Anonymous which it serves, the Advisory Council itself will always remain democratic in thought and action. We recognize that not all AA members will find our conference necessary to their recovery from alcoholism; we aim only to serve those who desire our assistance.

A. FACTS, AIMS & PURPOSES-Nevada Area Conference of Young People in AA Facts, Aim, and Purpose.

NACYPAA was presented to NV Area 42 in the Fall of 2018 by a collective of YPAA members from around the area. Existing YPAA committees had been approached over the years by outlying, smaller communities about starting YPAA meetings and/or committees. A need had been established by a few, and Area 42 agreed - young people in the area, specifically rural communities, are reaching out for help - and we want the hand of AA always to be there, and for that, NACYPAA is responsible

The need will be filled by creating an opportunity for more Young People's groups and committees to be formed through the process of bidding for, hosting, serving, and attending this conference - more young people in the area will hear the message that you CAN achieve a lasting and comfortable sobriety, at ANY age.

Young People's Groups in Alcoholics Anonymous have existed since the earliest days of our fellowship and Young People's conferences started in 1958, and now NACYPAA has joined in the responsibility of reaching out the hand of AA. The 12 Steps, 12 Traditions, and 12 Concepts for world service are the cornerstone of the fellowship of Alcoholics Anonymous as a whole, and therefore the keystone for NACYPAA.

II. MISSION STATEMENT

The Nevada Area Conference of Young People in Alcoholics Anonymous (N.A.C.Y.P.A.A.) was created with the sole mission of promoting participation, enthusiasm, unity and excitement about the program of Alcoholics Anonymous and to support the sobriety of young people in Area 42 through an annual Area conference.

III. NACYPAA BOARD OF DIRECTORS

A. Advisory Council

1. Each annual conference committee (host committee) shall elect four people from its committee to serve on the Advisory Council and two to serve as alternates one month prior to their conference. Council members shall be elected through third legacy procedure as stated in the AA Service Manual, and the host committee will decide who is eligible to vote. Those being selected must have served on the conference committee continuously for six months prior to the actual conference on which they served. Those selected shall serve as Member-at-Large, and be considered a voting members only for the first year of their five year term. After which they are then eligible to hold an officer position.¹
2. Each annual conference host committee member in order to be eligible for an advisory council position must have a minimum of 18 months of continuous sobriety.
3. All alternates must meet the same requirements as those that were selected from the annual conference committee to be a part of NACYPAA.
4. Council members may be elected to the Operating Committee in their last year on Council, which could extend their term on Council to a total of 7 years. No Council members shall be eligible to stand for a position on the operating committee after their original term on Council has expired.
5. Upon being elected to the Council, if any Council member misses 2 out of 4 consecutive scheduled meetings without informing the Council, or misses 4 of 12 annual meetings, it is standard procedure that they be asked to resign, as they are not carrying out the responsibilities of the position.
6. Any interruption in the continuous sobriety of an Advisory Council Member will be considered a resignation.

¹ Member-at-Large, and be considered a voting members. Added 9/8/19

7. The Advisory Council shall have the power to remove any member of the Advisory Council from their position within the Council or from the Council altogether with a two thirds majority vote for some, any, or all of the following causes:

a. Theft, fraud, or other deliberate illegal conduct damaging to the Conference's financial.

b. Consistent neglect of their position's duties or communication with the Committee Chair regarding their duties

8. Council will maintain membership of 15 to 20 members. Council shall be comprised of 10 elected positions, and 5 to 10 Members-at- Large, unless Council sees fit to create new elected positions. If membership drops below 15, vacant Council seats will be filled in this order: 1) Previously designated alternate from the resigning member's year's host committee; 2) Any willing previously designated alternate from a previous year's host committee (least represented area to the most represented); 3) Any previous Council members (least represented area to the most represented).²

9. Advisory Council shall monitor all use of Social Media in the name of NACYPAA to ensure that proper privacy settings/guidelines are being strictly followed and anonymity of members is protected. ([GSO Internet Guidelines](#))

a. This includes the Advisory Council Facebook group, the larger, Host Committee run Facebook group (on which Advisory Council Chair, CoChair, Outreach Chair, and IT Chair shall also always be made Administrators), and all posts made in other groups for Outreach purposes.

B. Operating Committee

1. The Council shall elect from its membership an Operating Committee consisting of, but not limited to, a Chairperson, CoChairperson, Secretary, Treasurer, Co Treasurer . They shall not take any actions outside of their stated position responsibilities contained in these bylaws individually or collectively without the consent of the Council. Operating Committee members must be Council members. They must serve on the Council for one year prior to being elected to the operating committee. Upon election, they shall serve for two years in that position and may be elected or reelected to one additional term. Council members shall use the 3rd Legacy election guidelines found in the AA Service Manual.

2. Council members may be elected to the Operating Committee in their last year on Council, which could extend their term on Council to a total of 7 years. No Council members shall be

² Council shall be comprised of 10 elected positions, and 5 to 10 Members-at- Large, unless Council sees fit to create new elected positions.
Added 9/8/19

eligible to stand for a position on the operating committee after their original term on Council has expired.

3. The term for all Operating Committee positions is two years. If for any reason an Operating Committee position is vacated and filled midterm, the newly elected Council member will only fill this position for the duration of the original two-year term. The Council member may be reelected into the position.
4. The Operating committee positions will be elected in alternating years. During even numbered years, Chairperson CoChairperson and will be elected. During odd numbered years, Treasurer, co treasurer Secretary will be elected
5. The Chair of each year's respective Host Committee shall be an honorary member of the Operating Committee and will be added to Slack advisory channel as well as be expected to attend any advisory council business meetings, but will not carry a vote in the said business meetings.
6. A Member-at-Large will be considered a voting member at all times, and is not required to take a position on the council at any time throughout their term on the council. A Member-at Large is required to follow all the same stated requirements as elected council members, and can be removed by the same stipulations.³

C. Council Positions

1. Chairperson

The chairperson shall:

- a. Arrange for and announce the agenda for all Advisory Council meetings;
- b. Conduct all Advisory Council meetings according to Robert's rules of order;
- c. Affix his or her signature to all Advisory Council actions;
- d. Chairperson will inform council of any such actions prior to any signature.
- e. Act as one of the four signatures on all bank accounts;
- f. Sign the annual site contract on behalf of the Conference; Chairperson will provide the opportunity for all current council members to review the site contract details and provide confirmation that the group & outside advisers have reviewed the contract prior to signature. It

³A Member-at-Large will be considered a voting member at all times, and is not required to take a position on the council at any time throughout their term on the council. A Member-at Large is required to follow all the same stated requirements as elected council members, and can be removed by the same requirements. Added 9/8/19

is also strongly encouraged to use the prior year's site contracts as reference in site considerations

- g. Act as a liaison to any AA member who has a request of the Advisory Council. All pertinent communication will be shared with other members of council
- h. Maintain regular correspondence with all Advisory Council members to ensure that all Advisory Council tasks are being attended to and all matters of importance are communicated immediately.
- i. Stand ready to assist in any task where assistance is requested or required;
- j. Keep the Co-Chairperson apprised of all Advisory Council activities
- k. Chairperson (or) Co-Chairperson will secure the conference banner between conferences, turn the banner over to the Host Committee for display at the beginning of each Conference, and collect the banner again after the closing meeting of the Conference.
- l. Chairperson shall make certain that the mail is forwarded to the current Treasurer in a timely manner, and see that the post office box rent is paid on time.
- m. Work with Advisory Council Treasurer on approving the Host Committee Conference budget.
- n. All unfulfilled service positions will be the responsibility of the Chair and CoChair until the position is filled

2. Co-Chairperson

The Co-Chairperson shall:

- a. In the absence of the chairperson, accept the full duties of the chairperson
- b. Carry out the various duties assigned by the Operating Committee
- c. Be one of four signatures on all bank accounts
- d. Remain fully informed on all Advisory Council matters.
- e. Maintaining and distributing the Host Committee packet, and New Advisory Member packets.
- f. Act as liaison to Alternate Advisory Council members to ensure they are aware of their responsibilities and keep them abreast of all current Advisory Council business.
- g. All unfulfilled service positions will be the responsibility of the Chair and CoChair until the position is filled.

3. Treasurer

The treasurer shall:

- a. Keep accurate financial records of all Advisory Council transactions
- b. Give financial reports at Advisory Council meetings
- c. Submit a financial statement at each meeting
- d. Have in his or her possession at Advisory Council meetings all bank statements, deposit slips, in order to be prepared to make deposits and disbursements at Advisory Council meetings
- e. Maintain all accounts to be subject to inspection at any time
- f. Be one of four signatures on all bank accounts
- g. 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.
- h. Communicate with host committee treasurer the advisory operating budget and how that is met
- i. Keep the co-treasurer abreast of all Advisory Council treasury activity
- j. Work with council Co-Treasurer & Chairperson to provide an electronic summary reports on both host committee and advisory council assets by the end of every month to the entire council.
- k. Treasurer is to actively review NACYPAA and Host Committee account statements with the NACYPAA Advisory Chair on a monthly basis.
- l. Account for all financial information of the Conference, both host and advisory.
- m. Work jointly with the Treasurer of the current NACYPAA host Committee to insure the proper maintenance of financial records.
- n. Treasurer shall at no time have issued or in treasurer's possession a debit or credit card in his/hers name or in the name of the conference. If such a card is issued by the bank at any time the Treasurer shall destroy the card in the presence of the Chair and or Co-Chair.
- o. Work with the Advisory Council Chairperson to approve the Host Committee Conference budget and collaborate with the Host Committee Treasurer to prepare the Host Committee conference budget.

4. Co-Treasurer

The Co-Treasurer shall:

- a. In the absence of the treasurer, accept the full duties of the treasurer
- b. Carry out the various duties assigned by the Operating Committee
- c. Be one of the four signatures on all bank accounts
- d. Will receive alerts from the Advisory Council bank account of any transaction
- e. Maintain monthly contact with Host Committee Treasurer, and offer help & assistance when necessary.
- f. Will receive or be given access to the monthly bank statements--- from Advisory Council's account; verify all transactions are related to NACYPAA's business, and if there is anything in question it will immediately be reported to Operating Committee.
- g. Will assist the Treasurer in preparing the monthly financial reports of Advisory Counsel and Host Committee
- h. Will keep host committee treasurer abreast of Advisory Council Procedures.
- i. Co-treasurer is to independently review the NACYPAA treasury account at least once a month. Co-treasurer is to report any discrepancies to the Chair and the entire NACYPAA advisory council immediately

5. **Secretary**

The Secretary shall:

- a. Act as custodian of all Advisory Council materials
- b. 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)
- c. Furnish information from Advisory Council records when appropriate
- d. Maintain the post office box and email address for all correspondence, and answer all correspondence promptly and to the will of the majority of the Advisory Council members
- e. Email copies of agenda and minutes prior to each business meeting.
- f. Furnish minutes of the Advisory Council meetings to all Advisory Council members in a timely manner.

- g. See to it that an Advisory Council letterhead is established for use by all Advisory Council members in any official Advisory Council correspondence
- h. Furnish copies of all correspondence to all Advisory Council members on all matters affecting the Advisory Council, NACYPAA as a whole, or AA
- i. Send out copies of the advisory council minutes within 30 days of the last meeting
- j. Furnish the General Service Office with the current Advisory Council mailing list including a list of the current Operating Committee, and the current conference registration form
- k. Shall hold any and all checkbooks for any NACYPAA bank account.

6. Bylaws Chair

The Bylaws chair shall:

- a. Act as custodian of Advisory Council by-laws
- b. Maintain updated version of by-laws, not to exclude google drive
- c. Email the by-laws to Advisory Council one week prior to the conference
- d. Make all necessary updates to by-laws following Advisory Council meetings
- e. Lead all ad-hoc committees pertaining to suggested by-law revisions
- f. If by-laws are revised, email final version of the by-laws within 30 days of the meeting that revisions were made
- g. Coordinate with the IT Chair to ensure the accurate version of the by- laws are on the website.

7. Bid Cities Chair

The Bid Cities chair shall:

- a. Seek to generate bids for NACYPAA
- b. Shall be responsible for reaching out to any committee that has interest in bidding, ensuring that they have all appropriate information, including bid requirements, and packets.
- c. Will work closely with Outreach Chair to ensure that all cities within Area 42 are effectively being represented by the council.
- d. Have direct contact with the host committee bit city liaison to assist with anything they need to help them to generate bids for the upcoming conferences.

- e. Will be responsible for checking, and answering any emails for bid city chair, and updating the Bid City Slack channel to give advisory council an opportunity to share their experience.
- f. Act as the intermediary between the bid cities and all relevant volunteer opportunities throughout the bidding/hosting process.
- g. Answer any questions or concerns about facilities from potential bid cities.

8. **IT Chairperson**

The IT chairperson shall:

- a. The maintenance of the NACYPAA website, www.nacypaa.org, which the advisory council controls
- b. Upload and maintain agendas, minutes & bylaws to the advisory council page on a quarterly basis
- c. Upload registration form/flier of current conference to the website upon release of any new/updated materials
- d. Make any updates to current host website regarding Payment applications for registration pages
- e. Upload previous host committee fliers and conference program to the archive page at the beginning of each new host year.
- f. Work to ensure all Spanish sections of the website are updated
- g. Webmaster to abide by the AA guidelines on Anonymity and the Internet
- h. Content must be approved by chair and/or bylaws chair prior to being uploaded to the website
- i. Maintain email database of Area 42 and Central Offices

9. **Outreach Chair(South)**

The Outreach Chair shall:

Outreach Chair is a 2-year commitment to rotate along with the Area 42 schedule rotation schedule starting with the South as the Chair.

- a. Act as a liaison between the NAGSC/ SAGSC and Advisory Council
- b. Have direct contact with the host Outreach Chair to assist with anything they need

- c. Maintain a regular correspondence with fellow Advisory Council members to ensure their assigned districts are getting outreached
- d. Assign Districts to Advisory Council members to help outreach.
- e. Work with liaisons to ensure proper verbiage is associated with any information going to Spanish Intergroup and Central Offices.
- f. Both chair and co-chair will attend their respective NAGSC and SAGSC, as well as Area 42 assembly as necessary, and give reports as necessary per their respective area.

10. Co-Outreach Chair.

The Co Outreach chair shall:

Outreach Chair is a 2-year commitment to rotate along with the Area 42 schedule rotation schedule starting with the South as the Chair.

- a. Take on all responsibilities in the absence of outreach chair.
- b. Act as a liaison between the NAGSC/ SAGSC and Advisory Council
- c. Have direct contact with the host Outreach Chair to assist with anything they need
- d. Maintain a regular correspondence with fellow Advisory Council members to ensure their assigned districts are getting outreached
- e. Assign districts to Advisory Council members to help outreach.
- f. Both chair and co-chair will attend their respective NAGSC and SAGSC, as well as Area 42 assembly, and give reports as necessary per their respective area.
- g. Work with liaisons to ensure proper verbiage is associated with any information going to any Spanish Intergroup, and Central Offices.

11. Prayer Chair

Prayer Chair shall:

- a. Responsible for the spiritual maintenance of the committee
- b. Has the authority to stop a meeting at any point he/she deems necessary without the chairperson's approval to evoke a prayer of his/her choice, or some other form of regrouping activity

c. Responsible for the opening and closing of the Advisory Council meetings with a prayer of his/her choice.

D. OTHER COUNCIL ELECTED POSITIONS

1. The Advisory Council may, with a two thirds vote, establish other council members and/or elected positions, as needed to meet challenges that face the Advisory Council.

IV. PROCEDURES

A. General Guidelines

1. The Council shall be foremost aware of the welfare of AA as a whole. The Council shall adhere strictly to the Twelve Concepts & Traditions of AA.

2. The Council shall act as a body and no individual shall act independent of the majority opinion.

3. When the need is found, Subcommittees and/or AdHoc Committees may be formed and meet separately at any time to address specific Council issues or business.

a. All such Committees will be open to all Council members who wish to participate

b. Such committees will prepare and present reports on their activity to the Council during regularly scheduled business meetings.

c. Unless otherwise specified, any resulting material of such Committees should be brought to regular Advisory Council business meetings for final approval.

4. Failure to uphold Advisory Council Operating Committee Position duties can result in the member's position being brought to the Council for dismissal with a two thirds majority vote, done by secret ballot.

a. If members of Council have a concern about a particular position's duties being fulfilled, they should bring the concern directly to the Chair or CoChair for private discussion.

b. There should be at least 2 warnings given directly to the offending Council member by the Council Chair prior to a member's position being brought to a Council meeting for dismissal.

c. If the neglect of the position continues and the Council Chair, CoChair, and another member of Council all agree that a particular position's duties have been consistently neglected

to the detriment of NACYPAA as a whole, it may then be brought to the next Council meeting for a vote.

d. Being dismissed from a Council position does not automatically result in being dismissed from Council as a whole.

B. Advisory Council Meetings

1. The Chairperson shall call for and arrange a meeting place and agenda for all Council meetings.

2. A quorum shall consist of two thirds of the Council at any of the Council meetings. Motions and resolutions shall require a simple majority vote of the quorum. All Council members have one vote and may vote on all matters. Absentee voting is not permitted. A vote of two thirds of the quorum is necessary to change the Bylaws or rescind operating rules.

3. Attendance at Council meetings is open to all members of AA, with the exception of the site selection voting during the conference. The Chairperson will advise any non-Council attendee that they are welcome and encouraged to listen. Any participation in discussion by these attendees will occur only as permitted by the Chairperson.

4. At any time the Council may choose to close a council meeting at their discretion.

5. Deliberations prior to the start of voting will be open to all AA members, and closed to Advisory council at the chairs discretion.

6. Reports

a. All verbal reports given during business meetings must be clear, well prepared and to the point.

b. Written reports, specified under committee member's duties, must be submitted digitally prior to the meeting.

c. No motions may be made during committee reports, and questions should remain limited. Items of discussion from committee reports requiring a motion should be discussed solely in Old and New Business.

7. Motions & Discussion

a. Motions are to be discussed and voted on

b. After making a motion, the motion requires a second before opening discussion. If a motion is not seconded, then it will not be discussed unless brought up again at a later date.

- c. Once a motion is seconded, discussion opens on the topic of the motion. Discussion must stay on topic, and all those speaking must state either that they are “speaking in favor” or “speaking against the motion”
- d. In order to discuss a motion, one must be recognized by the Chair. The Chair will call on members of the committee in the order by which they raise their hands.
- e. In the event that someone has a question, when recognized by the chair they must ask for a member to “clarify the motion” after which the chair will either answer the question, ask the secretary to reread the motion, or recognize the appropriate person to answer the question. Discussion then returns to its regular order as per the Chair’s directions. A response to a question about a motion may be addressed as a “point of clarification”.
- f. All votes on Committee business should whenever possible pass by substantial unanimity, unless otherwise specified.
- g. The Chair or any member of the committee may ask to “table discussion” until a later date. Requires a motion and a second, but is not debatable. Only a simple majority is needed to table a discussion.
- h. The member who made the original motion at any time prior to the vote may withdraw the motion, and withdrawal of the motion will have to pass by simple majority of the body.
- i. During discussion of motions, the member making the motion has the right to speak first and last on the motion.
- j. The Chair may ask for new discussion before turning the floor back over to the person who made the motion.
- k. Once a motion has been voted on, all members of the minority opinion have the opportunity to speak. If a member of the voting majority is swayed by the minority opinion, that member may make a “motion to reconsider” the vote. The motion may be seconded by anyone. A motion to reconsider is not discussed and needs only a simple majority to pass. If the reconsideration passes, the floor reopens discussion. No motion can be reconsidered twice, during that vote.
- l. Discussion will open by the chair asking the secretary to restate the motion. “Is there any discussion of this motion?”
- m. Discussion must be clear and courteous. Each person will be allowed to speak for no longer than 2 minutes. The co-chair will keep time.
- n. An individual may only speak once until all others who wish to speak have the opportunity to do so, unless the chair calls on someone to address a question.

- o. The Chair may only interrupt someone under the following conditions:
 - a. Speaking off topic
 - b. Speaking out of turn
 - c. Speaking too long
 - d. Repeating previous points at length
 - e. Or being rude to any other council member.

- p. Any member may ask to “call the question” at which time the Chair will ask the body to vote on closing debate. Requires a motion and a second but is not debatable and requires a 2/3 majority to pass. If the motion passes, then discussion ends immediately and the body votes on the motion as stated.

- q. Someone can amend a motion by asking for a “friendly amendment” to the motion during discussion. This must be accepted by the person who made the motion and the person who seconded the motion. Amendments must be clear in order to be recorded appropriately by the Secretary.

- r. Before a vote or after an amendment the Chair will ask the Secretary to reread the motion.

- s. All motions must be documented, along with their outcome and pertinent discussion in the minutes.

C. Literature, Correspondence and Property

1. The Advisory Council has sole responsibility for any language, logos or titles developed for use by NACYPAA.
2. The post office box, website, bank accounts and Council material should not be used for anything other than Council business. These materials should not be used in group or area business.
3. All materials of the Council shall be deemed property of the Council and passed on to our successors.
4. Post Office Box: The Council shall maintain a post office box for all correspondence. The Treasurer and one other elected Council member shall hold keys to the post office box.

5. Website and Email Address: The Council shall maintain an internet website and email address for NACYPAA.

- a. The CoChairperson shall make sure that this site maintains only the official documentation of NACYPAA and information on how to contact the current host committee.
- b. The Treasurer shall make sure that any fees associated with the establishment of the website, PO Box, and email address are paid.
- c. The Secretary will be responsible for receiving any correspondence obtained from the website or email.

6. Council Literature: The Advisory Council has sole responsibility for maintaining and updating all NACYPAA literature and the NACYPAA website. The Operating Committee should bring to the Council for approval any suggestions for the updating of these documents.

- a. NACYPAA Advisory Council maintained Literature shall include these Bylaws; the Facts, Aims, and Purposes; Bidding Requirements; Bid Committee Packet (Introduction Letter, Advisory Council Phone List, NACYPAA Facts Aims and Purposes, NACYPAA Bid Requirements, Suggested Election Format, Suggested Committee Positions and Descriptions, Suggested Business Meeting Format, Hotel Contract Guide);
- b. Host Committee Packet (Introduction Letter, Advisory Council Phone List, NACYPAA Facts Aims and Purposes, Bid Requirements, Suggested Timetable, Suggested Election Format and Positions, Suggested Structure and Procedures, Hotel Contract Guide, Host Committee Budget Guide, Appendix: Example of Host Committee Bylaws, AA Guidelines: Conferences and Conventions).

7. All documents and revisions existing and produced will have date of approval and/or modification affixed as a part of those documents.

8. Any Council member proposing a change to these Bylaws, the NACYPAA Facts, Aims & Purposes, the NACYPAA Bidding requirements, the Bid Committee Packet and/or the Host Committee Packet should follow the procedures outlined in these Bylaws by distributing a PDF file of such proposals to all Council members for evaluation prior to any mandatory or annual meeting.

9. Any emergency proposals may be added to the agenda by a two-thirds majority vote.

D. Finance

1. Bank Account

- a. An Advisory Council bank account is to be maintained separate from any given year's Host Committee.
- b. Checks are to be signed by one of the account signers.
- c. The Secretary is in charge of holding the checkbook

- d. The treasurer is responsible for maintaining account transactions as well as making deposits.
- e. All of the Council's financial transactions shall be made through its bank accounts unless prior approval is given.

2. General Funds

- a. General Operating Reserve is set at \$3,000, or the average advisory expense from the past three years, whichever is higher.
- b. The Council shall endeavor to maintain a HOST reserve of \$7,000 (after distribution of seed money), or the average total host expense from the past three years, whichever is higher. These funds are for operating expenses and should Council be called to assist or host the conference.
- c. Operating Funds will be allocated and recorded clearly and prudently by the treasurer, using annual budgets to define the estimated amount necessary for maintaining reserves and for financing all activities of NACYPAA Advisory Council. All other money collected over the Operating Budget and Reserve amounts will be considered Excess Funds.
- d. The Council should allocate \$1,000 "seed money" for the Bid Committee that is awarded the conference and disburse these funds promptly, so as not to cause unnecessary delays and confusion. Until Advisory reserves are filled, the money awarded to the host city must be returned to the Advisory Council Treasurer no later than one month after the annual conference.
 - a. The seed money is an arbitrary figure based on current economic conditions and can be altered by a simple majority vote.
- e. No member of Council shall incur unbudgeted, reimbursable expenses in the Council name over \$50, without first receiving two-thirds majority approval of the Council.
- f. Excess Funds from a Host year will be dispersed in conjunction with the treasurer's budget and in accordance with the wishes of the Advisory Council: 75 % to NACYPAA Advisory; and, 25% to host committee's choice. The host committee shall determine, prior to their conference, to what groups or bodies their, excess funds if any, should be distributed. The host committee shall provide the Advisory Council Treasurer with a full accounting the proper names and addresses of the bodies to whom these funds are being sent. This information shall be provided to the Advisory Council Treasurer within thirty (30) days of the conclusion of the conference.
 - 1. Excess funds from a host year are defined as any excess monies after all final bills have been paid.
 - 2. The 7th tradition will be passed at all in person Advisory Council functions and business meetings. The 7th tradition money will be used as part of the general operating funds to assist with all obligations.

3. Reimbursements & Check Requests

- a. All Check Requests and reimbursements are to be submitted to the Treasurer at least one week prior to the next scheduled Advisory Council meeting. All requests for funds not included in the treasurer's report can be called to a vote for simple majority approval from the Advisory Council.
- b. Only members of the NACYPAA Advisory Council may ask for a reimbursement or a check request.
- c. In the event that there are insufficient funds allocated for an approved Advisory Council purpose, the member accountable to the project for which funds are needed is responsible for contacting the treasurer, who must then get the ok from the Chair and the Co-Chair in order to handle this in between regularly scheduled business meetings.
- d. Receipts must be provided for all items purchased. All receipts are to be turned over to the treasurer.
- e. Travel and hotel reimbursements shall be allocated using the approved Advisory Council calculation spreadsheet. ([Council Approved Spreadsheet](#))
- f. All reimbursements are based upon funds permitting.

4. Budget

- a. The Treasurer shall hold a finance subcommittee meeting annually to create the Advisory Council budget..
- b. The Advisory Council budget for the coming year will be presented for approval 6 months prior to the conference.
- c. The Council shall endeavor to create a three year projected budget to account for changes in economic conditions.
- d. The Advisory Council budget shall be posted on the Advisory Council website and will be updated in the Host and Bid City packets.

5. Excess Funds

- a. Any funds over the total of : annual budget, general operating reserve and host reserve shall be dispersed via the following percentages:
 - i. NAGSAC: 35%
 - ii. SAGSAC: 35%
 - iii. Area 42: 25%
 - iv. GSO: 5%

V. Conference Bidding Procedures

Bid Requirements

A. Bid packet procedures

1. NACYPAA Bid Committees should submit final bid packets to Advisory Council no later than 3pm on the Friday of the conference.
2. All Council members are expected to read and become familiar with all of the bid packages before NACYPAA
3. Each Bid Committee should email PDF versions of the Bid Packet to the Bid City Chair, for distribution amongst Advisory Council.

B. Bid packet review/discussion at bid tables at conference

1. At NACYPAA, the day before the Bid Presentations, Council members will formally visit with all of the bid committees at their tables in the bid room to discuss their process and meet all the members that are available from each committee
2. After the bid table visits, Council will have a Closed Sharing Session where each Council member is allotted one minute to address the merits and liabilities of each bid until each Council member has covered all of the Bids.

C. Bid Presentations

1. In the morning of the second full day of the Conference, each Bid Committee shall have 20 minutes, including time for a public question and answer session with Council, to present their committee and bid, via skit, video, or verbal presentation to Advisory and the NACYPAA community.

D. Deliberation Process

1. Following the Bid Presentations, Council will immediately begin deliberations. Deliberations prior to the start of voting will be open to all AA members, and closed to Advisory council at the chairs discretion
2. Council will then proceed directly to the 3rd Legacy Voting procedure (as outlined in the A.A. Service Manual) and select the next year's NACYPAA Host Committee.

E. Advisory Council Authority:

1. The Council shall have the sole authority in overseeing the bid session to determine to whom the next annual conference should be awarded. In the event that no bid is placed, that the Council

determines that no bid committee is capable of successfully holding the conference, or it appears that [at any time after the conference is awarded] the host committee will not meet its minimum financial responsibilities to Council or any vendors, an emergency meeting of the Council shall be called without delay. All past and present Council members will be invited to attend in order to find a suitable site for the conference, determine if the conference should be suspended and the subsequent fate of the Council and its function.

2. It is strongly suggested that no council member be on more than one advisory council at any time.

3. If a council member should be on the local Service committee that is bidding on the conference, the council member will not be a part of the bid committee. Said council member will refer all relevant questions from service committee about bidding to the council's Bid Chair.

4. If the YPAA service committee should be awarded the conference, a council member may be a part of the hosting committee, but may not hold an officer, or other pertinent committee position, and will need to be available for advisory actions the weekend of the conference itself.⁴

Conference Hosting Procedures

VII. How to Amend Advisory Council Bylaws

A. Amendments to the ByLaws must be submitted to the Chair and Advisory Council in written form by motion and duly seconded.

B. The proposed Amendment must be given due process through thorough discussion

C. A motion to amend the Bylaws must be passed by a 2/3 majority of the elected representatives of the NACYPAA Advisory Council (2/3 of the elected members present or not).

⁴ It is strongly suggested that no council member be on more than one advisory council at any time.

If a council member should be on the local Service committee that is bidding on the conference, the council member will not be a part of the bid committee. Said council member will refer all relevant questions from service committee about bidding to the council's Bid Chair.

If the YPAA service committee should be awarded the conference, a council member may be a part of the hosting committee, but may not hold an officer, or other pertinent committee position, and will need to be available for advisory actions the weekend of the conference itself. Added 9/8/19