

# NCCYPAA

## Preamble

We, the members of the Advisory Council of the North Carolina Conference of Young People in Alcoholics Anonymous (N.C.C.Y.P.A.A.), set forth this day to establish and preserve, through the following principles, the experience of our predecessors. The North Carolina Conference of Young People in Alcoholics Anonymous was founded for the intent purpose of furthering the principles of Alcoholics Anonymous among young people in North Carolina. We find it necessary to establish a permanent committee (Advisory Council) for the preservation of experience and materials, lest it be lost. Being cognizant that not all young people find our Conference or meetings necessary, we do not propose to be a universal answer or a governing body for young people. We believe it beneficial to share our experience with all who request our help, for it is through our sharing that we have learned to function within the framework of the AA Traditions.

## Purpose

The NCCYPAA Advisory Council is formed for serving young people and helping them find their place in the AA community service structure through its annual Conference. The council is the custodian of the Conference experience by offering to anyone who requests it, information regarding young people and young peoples' groups as pertaining to recovery in the AA program. It shall make its knowledge and experience available to General Service on a regular basis for use throughout AA.

## About NCCYPAA

At the SERCYPAA 1996 Southeastern Regional Conference of Young People in Alcoholics Anonymous, in Charlotte, NC, a group of people, inspired by the conference they were attending, gathered around the hotel pool and discussed the need for a state young peoples conference. After taking the idea and presenting it to different areas, several people met on August 10, 1996, to elect an Advisory Council. The Council was formed and a few months later in October of 1996 a meeting was held in Raleigh, NC to hear bids from Greensboro and Charlotte, NC. The first Conference was awarded to Greensboro, which held the Conference in September of 1997 and proceeded to give NCCYPAA the start we needed. The legacies of Unity, Service & Recovery continued:

- Charlotte 1998
- Raleigh 1999
- Chapel Hill 2000
- Wilmington 2001
- Asheville 2002
- Greensboro 2003
- The Triangle 2004
- Charlotte 2005
- Raleigh 2006
- Greensboro 2007
- Wrightsville Beach 2008
- Blowing Rock 2009
- Chapel Hill 2010
- Charlotte 2011
- Wilmington 2012
- Raleigh 2013
- Asheville 2014

- Charlotte 2015

The next Conference is sure to be great fun for all. Much experience has been gained over the last few years. It is our hope as an Advisory Council to continue to spread the message of Alcoholics Anonymous throughout the state of North Carolina. Please come and join us. We look forward to meeting you and sharing the experience we have all been given.

Sincerely,  
NCCYPAA Advisory Council

## **NCCYPAA XIX Charlotte 2015**

### **Host the Conference**

#### **Invitation**

The Advisory Council would like to extend an invitation to the young people in your area to bid on the Conference. We would love to hear a bid from the young people in your community to host the next NCCYPAA.

If the young people of AA in your area decide they want to bid, they should plan to present a "bid packet" **(consisting of documentation on how they are meeting each of the Bidding Requirements)** at the next conference. A bid packet consists of documentation on how they are meeting each of the Bidding Requirements. If possible, we'd like to get the bid packets on Friday night of the Conference. We will hear bids on Saturday morning and make a decision on where the next NCCYPAA will be held. This will be announced at a speaker meeting on Saturday night of the Conference. Please share this invitation along with the bidding requirements and email the Advisory Council. Don't hesitate to send any questions!

#### **What Is The Purpose Of Hosting A NCCYPAA...?**

The annual Conference is held in a different city each year. The city is chosen by the Advisory Council. That means... your city can host the Conference.

NCCYPAA was formed to keep the miracle of sobriety continuing throughout our state by carrying AA's message. We encourage recovery by offering young people the opportunity to speak to people in their own peer groups... other young people who are sober by practicing AA's *Twelve Steps*.

#### **How Can We Host A NCCYPAA?**

There are many ways to get involved with NCCYPAA... attend the Conference and become an outreach person for your city is one such way. To get involved in the process, the bidding city would form a committee that would put together a "bid". A "bid" consists of a hotel package and a statement of need supporting why your area should be selected to host the Conference. To accomplish this, you must secure a hotel capable of hosting a conference where attendance figures range from 200 to 300 participants, raise funds to meet the resulting financial responsibilities, and obtain the support of our statewide AA service bodies. The formal bid requirements are listed below.

The next step is to put in a bid at the upcoming Conference. Please remember, although this may sound confusing, the NCCYPAA Advisory Council is always there to share their experience, strength, and hope with you throughout the bidding process. They are more than happy to answer any questions you have and they will provide your committee guidance along the way. The NCCYPAA Advisory Council meets four times a year and at the NCCYPAA Conference. For more information, mail your questions to:

NCCYPAA Advisory Council

[nccypaaAC@gmail.com](mailto:nccypaaAC@gmail.com)

P.O. Box 312  
Wrightsville Beach, NC 28480

### **What Is A Bid?**

A bid is a proposal to host the Conference in your city. Every year at the Conference the Advisory Council holds a session where the different bid committees can present their bids.

- A formal bid meets the bid requirement with subtitles 1 through 7 being strongly suggested.
- A walk-in bid is a spontaneous bid with little or no previous preparation.
- A token bid is a practice presentation for feedback and guidance to better enable the bidder with insights for preparing future bids.

After a committee is awarded the bid, that committee disbands and forms a new Host Committee.

### **Formal Bid Requirements**

1. Three (3) AA members with a minimum of one (1) year sobriety must present the bid. Bidding cities will be allowed a maximum of thirty (30) minutes for their presentation. Bidders must have proposals from at least two (2) hotels, including dates showing availability of banquet and speaking rooms in the hotels and proof that the hotel requires no commitment as to the number of people attending, and general pricing for meeting space, room rates, and coffee.
2. Bidders must provide a permanent mailing address for the Conference. It is suggested that a P.O. Box is established for the specific use of the NCCYPAA Bid Committee.
3. Assurance must be given that no large scale AA activity will be held in their city within a thirty (30) day period before and 30 day period after the Conference date taking into consideration other young peoples' conferences. Statements confirming this must be provided in the bid package from:
  1. The AA area chairman
  2. District Committee Member (DCM) or regional counterpart

4. Prospective bidders will be required to demonstrate financial autonomy and responsibility, being directly involved in any activity from which funds are generated, by following the framework of the AA traditions.
5. Bidders must provide one (1) concise statement illustrating their reasons for bidding.
6. Prospective bidders must read, understand, and agree with the requirements as written in the Host Committee responsibilities.

### **Recommendations and Suggestions Once Receiving the Bid**

1. Return to your city and hold an election meeting with the young people in your area to select your officers and sub-committee chairs. Experience has shown that outreaching this election will go a long way toward building a large, unified committee.
2. District and area committees are valuable resources. We encourage Host Committee members to participate in district and area meetings in a non-voting capacity.
3. At the Conference, wherever the main registration is located, or the main focal point is, we urge that nothing but AA and or NCCYPAA material be sold. Experience has shown that a "flea market" can develop and those who are unfamiliar with our traditions can be misled, especially pertaining to the press, radio and films. Please keep the Twelve Traditions in mind at all times.
4. Many conference attendees travel great distances to hear and meet with other young alcoholics and to learn how they achieved sobriety. With this in mind, the Host Committee should endeavor to obtain speakers to whom young alcoholics can relate. In keeping with our singleness of purpose, it is imperative to select speakers who are mindful of the 5th tradition and avoid speaking of outside issues as well as refrain from using profanity during their speech.
5. Keeping in mind the 7<sup>th</sup> Tradition, we suggest that speakers be offered reimbursement for their expenses, including room, travel, and conference attendance fees. We suggest that panelists be offered free conference attendance.
6. Please outreach the Conference and any "early bird" events as soon as possible.

### **The Conference**

All NCCYPAA Conferences shall be designated as such with a year and place, so as to preserve their autonomy and character. They shall not be held in conjunction or in conflict with any AA event or other function, keeping in mind our 6<sup>th</sup> Tradition.

All Host/Bid Committee accounts, mailing addresses, letter heads, or any other printed materials should be labeled as such: Host City name followed by "for NCCYPAA" as not to conflict with council material (ex. Greensboro Host Committee for NCCYPAA '97).

All Host/Bid Committees are responsible for their own expenses and cannot expect the Council to assume any financial obligations. In keeping with the 7th Tradition, all Conference Host Committees ought to be fully self-supporting. All material and financial assistance given, along with the Conference proceeds after expenses, shall be returned to the Council. The Host Committee may make donations of up to 20% of the proceeds to the local service structure (Intergroups, Districts, or Area Assemblies). All other proceeds are to be given to the Council. The Host Committee has thirty (30) days after the

Conference date to close their bank account and forward a financial statement and proceeds to the Advisory Council Treasurer. They also must forward experience packets within this timeframe. It is the newly elected Advisory Council members' responsibility to make sure this occurs.

The Conference Host Committee should be offered all prior Conference material together with whatever individual or collective information the Council Members possess. Once chosen, the Host Committee has complete autonomy from the Council, except in matters affecting NCCYPAA or AA as a whole. They are a distinct committee chosen by the Council and should function within the guidelines of this document and the Twelve Traditions, free of Council domination but with the knowledge that it stands ready to assist when requested or when the Host Committee appears to be in difficulty. Then, it would seek to find ways and means of salvaging the Host Committee.

After the bid committee is awarded the Conference, they are responsible for returning to their home city and promptly (within one month) outreaching and establishing the time and location of the primary Host Committee elections. The primary Host Committee elections are to be conducted by the Advisory Council and must follow 3rd Legacy procedures as outlined in the AA Service Manual.

Each Host Committee member elected to a primary committee position must agree to work closely with their appointed Advisory Council advisor to ensure that they fulfill their commitment to the Conference by understanding and executing their appointed responsibilities thoroughly.

It is suggested that the Chairperson and Treasurer of the Host Committee have a minimum of 1 year of sobriety. The breaking of sobriety of any signator on the bank account would result in the closure of said account or removing that person's signature immediately.

The Host Committee is not to sell NCCYPAA novelties outside of NCCYPAA sponsored events.

The Advisory Council does reserve a veto power over any Host Committee action; this is legally necessary and right in principle.

The Host Committee Treasurer is responsible to provide the Advisory Council Treasurer with monthly financial transaction reports and balance sheets.

### **Host Committee Responsibilities**

If your committee is selected to host the Conference, you will be acting on the behalf of the North Carolina Conference of Young People in Alcoholics Anonymous (NCCYPAA). With this relationship come certain specific responsibilities. They are as follows:

1. Where scheduling is concerned, please consider dates which are in the least possible conflict with other activities in your area and wherever possible, activities in your region.
2. Establish a registration flyer detailing the dates, location, directions, committee and facility contact phone numbers, the NCCYPAA address Host Committee PO Box address, as well as any other important information a person would need to attend the Conference. The flyer should not be produced until a contract is signed between the facility and the hotel chairperson.

3. Establish various sub-committees as you see fit for the performance of specific aspects needed for the planning of the Conference. (The Service Positions to NCCYPAA may provide helpful guidelines).
4. Select from the Host Committee three (3) people to serve as Advisory Council Members as well as three (3) alternates using guidelines from the NCCYPAA By-Laws. The selection meeting is to be held with the presence of an Advisory Council Member within thirty (30) days prior to the start of the Conference.
5. Provide the Advisory Council with copies of the Host Committee's meeting minutes within two weeks of the meetings occurrence.
6. Each Conference must be designated by whichever number it represents in numerical history (i.e. NCCYPAA 1, or 1st NCCYPAA). This is to preserve the autonomy and character as well as NCCYPAA's continuity.
7. Schedule the following meetings on your program: "How to Bid for NCCYPAA Workshop" on Friday evening after the 8:00 PM speaker and the "Bid Session for NCCYPAA" on Saturday morning at 9am.
8. A room must be made available for use by the Advisory Council for meetings throughout the weekend.
9. Save time for announcements by the Advisory Council at the end of the Saturday night meeting.
10. Provide the Advisory Council space to display the NCCYPAA Archives.
11. Present the NCCYPAA banner to the new host city and invite people to next year's Conference.
12. Conference facilities must only be used for NCCYPAA related events.

### **Host Committee Positions**

#### **Chairperson/Co-Chair**

1. The Chairperson runs the Host Committee meetings and calls them when needed.
2. The Co-chair runs the steering committee meetings and calls them when they are needed supports the Chair and moderates the Host Committee meeting when the Chair is not available.
3. Both have exact working knowledge of all committees, functions, and events.
4. Both are spokespeople for conference of AA.
5. Both are responsible for the accomplishment of tasks either by delegation or hands on.
6. Both keep lines of communication open and utilized throughout the Host Committee.
7. Participate in Conference steering committee.
8. Co-sign major contracts (i.e. hotel) and all checking accounts.
9. Ensure that the entire Conference runs according to all AA traditions and concepts.
10. Forward experience packets to advisory council within thirty (30) days of the end of the Conference.

#### **Secretary**

1. Responsible for taking minutes of Host Committee meetings and steering committee meetings, as well as the copying and distribution of minutes to Host Committee members.
2. Sending all Conference information to the Advisory Council within two (2) weeks of meetings including flyers, meeting minutes, registration, forms, etc.
3. Participates in steering committee.
4. After Conference, passes on all information to the Advisory Council, including contact lists, flyers, etc.
5. Notifies all Host Committee members of upcoming meetings.
6. Forward host committee minutes (including treasurer's report) to the Advisory Council within 2 weeks of each meeting.
7. Provides Advisory Council with current contact list for Host Committee members.

### **Treasurer**

1. Keeps and maintains the PO Box for the Host Committee, ensuring all rents are paid.
2. Responsible for all funds collected and paid out for the entire Conference. A two-thirds (2/3) majority vote by the Host Committee is required for all expenditures.
3. Responsible for a non-interest bearing, two signature checking account (startup, upkeep, and closing out).
4. Responsible for books (i.e. all money transactions in exact amounts).
5. Participates in steering committee.
6. Collects all committee budgets and enforces them.
7. Formation of money timetable and master budget for Conference.
8. Responsible for establishing checking account under the name of "(city name) Host Committee for NCCYPAA" within thirty (30) days of being elected.
9. Closes bank account, PO Box, and any outstanding accounts with vendors within thirty (30) days of the conclusion of the Conference.
10. Submits overall budget and actual expenses to Advisory Council within thirty (30) days of the conclusion of the Conference.

### **Program Committee Chair**

1. Organizes a committee in which they work closely with to complete the following tasks
2. Compiles lists of suggestions of program events for Conference to present to Host Committee.

Decides on program events for conference.

- A. Speakers: Who, How many, Times.
- B. Panels: How many, Topics, Times, Moderators/Panelists, Locations.
- C. Meetings: How many, Format, Topic, Chairpersons, Times, Locations.
2. Makes time available for various committees.
  - A. Entertainment/Dances: When, How many, Times, Places.
  - B. Banquet: Time and Place.
  - C. Registration: Booth with chairs, Where, When open.
  - D. Advisory Council meeting rooms and times.
3. Formulates announcements before meetings at the Conference
  - A. Public Information
  - B. Behavior Statement
4. Creates schedule of events (i.e. Conference program)
  - A. List by day, time, place where each and every event is to take place.

- B. Include maps of various locations throughout the hotel and/or area.
- C. Provide finished program and maps to Literature and Display for typesetting.
- 5. Arranges travel and accommodations for speakers
  - A. Passes on arrival and departure times and locations to Hospitality to send greeters.
  - B. Brings expenses to Host Committee for two-thirds (2/3) majority vote for Treasurer to reimburse.
  - C. Makes arrangements for Audio Recorder to come to Conference.
- 6. Is responsible for communicating with all speakers and panelists the Host Committee's expectations in regards to the 3<sup>rd</sup> and 5<sup>th</sup> traditions.

### **Special Events Chair**

- 3. Organizes a committee for Special Events leading up to the Conference.
- 4. Plans all special events prior to the Conference- Dinners, Dances, Trips, etc.
- 5. Makes arrangements for all events.
  - A. Speakers/Meetings
  - B. DJ's, facilities, food and drink, workers, startup money, and supplies.
  - C. Provides information to Novelties and Outreach for dissemination.
- 6. Oversees all aspects of events.
  - A. Workers, Attendees, and Security.
  - B. Care of money and facilities.
  - C. Services rendered; food and drink.
- 7. Collects all proceeds and passes them on to Treasurer in one sum within one week after event.

### **Literature and Display Chair**

- 1. Obtains information from subcommittees regarding needs and or events.
- 2. Designs and produces all flyers for all events (including Conference registration form)
- 3. Designs and produces final form of program, including:
  - A. Schedule of events
  - B. Theme
  - C. Map of Hotel
  - D. General Conference information
- 4. Creates all signs used at all stations and/or functions.
  - A. Smoking, No smoking
  - B. Registration
  - C. Workshops
  - D. Hospitality
- 5. Responsible for having Conference banner made (limited to size of 4 feet by 6 feet).
- 6. Creation of banner boards for display behind speaker podium.
- 7. Orchestrates display of NCCYPAA Archives.
- 8. Orchestrates display of literature at Registration table.
- 9. Contacts various area committee chairs and invites them to set up a table at the Conference (i.e. Grapevine Representative, Alateen/Alanon, CPC-PI, Literature, etc.).

### **Novelties Chair**

- 1. Responsible for logo design and application of it where appropriate (T-shirt, signs, etc.)

2. Designs and handles production of all novelty items (T-shirts, caps, etc.)
3. Designs and coordinates decorations for all Conference rooms and events.
  - A. Tables- Registration, Literature and Display
  - B. Hospitality Suite
  - C. Banquet
  - D. Dances
  - E. Other Events
4. Submits budget for supplies to Treasurer.
5. Responsible for getting Host Committee members to sign up to work novelties booth during Conference.
6. Responsible for setup and cleanup of all decorations for Conference.
7. Responsible for setup and cleanup of all banquet decorations not provided by hotel.

### **Registration Chair**

1. Collects pre-registrations and sends confirmations.
2. Logs all information for all registrations and banquet tickets, maintaining all addresses and phone numbers.
3. Maintains financial records (checks and cash) keeping AA, Al-Anon, and Alateen separate.
4. Adds up totals of registrants and banquet totals keeping Al-Anon and Alateen separate.
5. Recruits and schedules Host Committee members to run registration table at the Conference.
6. Contacts Chamber of Commerce or Visitors Bureau to obtain information. Passes this information on to Registration Committee or Literature and Display for inclusion in program packets.
7. Distributes other pertinent information at the registration table:
  - A. Name tags
  - B. Programs
  - C. Visitor's information packets (Chamber of Commerce, Visitors Bureau, etc.)
  - D. Map of hotel
  - E. Map of area
8. Adds up cumulative sobriety total for sobriety countdown.
9. Passes registrants' contact information to the Host Committee Outreach Chair.
10. Passes all information to Advisory Council for next Conference.

### **Hotel Chair**

1. Negotiates with facilities on all matters including room rates, availability, conference space, banquet, coffee, hospitality room, free space, dates, smoking areas, check in/out times, room setups, program of events, pool hours, additional fees, etc.
2. Communicates with Advisory Council any changes or discussions pertaining to the hotel contract, gaining advice and approval before each arrangement is agreed upon.
3. Submits hotel contract to Advisory Council for written approval prior to signing contract.
4. Signs contract for facility with Advisory Council for approval prior to signing the contract member as co-signator.
5. Acts as Host Committee liaison to facility.
6. Works closely with the following committees:
  - A. Program
  - B. Registration
  - C. Hospitality
7. Makes arrangements to have space available for the following committees/events:
  - A. Hospitality room
  - B. Dances

- C. Banquet
  - D. Speakers
  - E. Marathon Meetings
  - F. Registration
  - G. Novelties
  - H. Advisory Council meetings, Bid session
  - I. Workshops
8. Obtains map of hotel and coordinates with the following:
    - A. Registration and/or Literature and Display (i.e. packets)
    - B. Hospitality (i.e. greeters)
  9. Informs hotel of the sometimes rambunctious nature of Young People's conferences.
  10. Also handles:
    - A. Security
    - B. Communications (i.e. walkie-talkie)
  11. Makes cash drops to the hotel safe.
  12. Includes copy of hotel contract as well as Banquet Event Order with experience packet to the Advisory Council.

### **Public Information Chair**

1. Collects all pertinent information from Host Committee including dates, place, pre-registration and registration amounts, logo, hotel reservations, telephone numbers, mailing addresses, contact numbers, banquet information, personal information of registrants, and maps of facility.
2. Spreads Conference message by mail to treatment centers and halfway houses.
3. At the Conference, handles all public inquiries and requests for information about AA.

### **Outreach Chair**

1. Spreads Carries Conference message by word of mouth, handshakes, mail, e-mail, telephone, or in person to as many individuals or groups as possible within the Program including:
  - 1) Local--Including Intergroups
  - 2) State--Including Area Assemblies
  - 3) Regional--All groups within North Carolina
2. Sets up information tables at other functions and/or conferences with their permission with the purpose of distributing flyers and the message of NCCYPAA.
3. Makes Organizes road trips to different areas/cities to spread the message/shake hands.
4. Establishes or gathers contacts in as many locations within the region as possible and maintains a mailing list of these contacts.
5. Collects all flyers, makes copies, and sends or distributes flyers to as many individuals or groups in as wide an area as possible (particularly registration forms).
6. Stays in contact with the Advisory Council Outreach Chair to find out what events they are attending with the intention of outreach for the Conference.
7. Includes contact list with experience packet.

### **Hospitality Chair**

1. Runs Maintains hospitality suite at the Conference.
  - A. Arranges for food and drink based in conjunction with facility stipulation.

- B. Schedules committee members to supervise hospitality suite around the clock.
- 2. Provides greeters at all entrances to facility. Also provides directions to hotel locations.
- 3. Responsible for meeting and transporting out of town speakers to the hotel.
  - A. Makes speakers feel welcome.
  - B. Informs speakers about the city and hotel.
  - C. Accompanies speakers while checking into hotel.
  - D. Accompanies speakers to their rooms and provides tours of hotel.
- 4. Arranges gifts for all speakers.
- 5. Coordinates delivery of donations to the hospitality suite at appropriate times.

### **Entertainment Chair**

- 1. Works with Hotel Committee to arrange space.
- 2. Works with Program Committee to determine:
  - A. Time slots
  - B. Events/Needs
- 3. Handles arrangements and contracts for DJ's for dances during Conference.
- 4. Handles arrangements for other events during Conference.
- 5. Coordinates subcommittee for setup and take down before and after each event.

## **Advisory Council Information**

The Advisory Council is at your disposal. Please feel free to contact us at any time.

### **Structure**

Each Host Committee shall select three (3) people to serve on the Advisory Council. They shall also select three (3) alternates to replace members from their host city that may resign. These alternates shall be selected and provided to the Council in sequential order. (i.e. alternate #1, alternate #2, etc.) Those being selected must have served on the Host Committee continuously for six (6) months prior to the actual Conference of which they served. We suggest they be sober at least one (1) year. Those selected shall serve as token members on the Council for their Conference and voting members through five (5) additional Conferences.

Full membership of the Advisory Council constitutes a minimum of twelve (12) members and a maximum of fifteen (15) members. Should the Council not have full membership, previous Advisory Council Members, starting with the last to rotate off, may be called back within ten (10) years after their term lapses to serve regardless of age until full membership is once again maintained. Failure to attend two (2) Conferences within a term, two (2) Advisory Council meetings within a Conference year (which a conference is counted as a meeting), and/or the breaking of sobriety shall be considered as voluntary resignation. Membership shall not exceed more than three (3) members from any Conference year.

## **Operating Committee of Advisory Council**

The Council shall elect from its membership an Operating Committee consisting of, but not limited to Chairperson, Co-Chairperson, Treasurer, Secretary, Public Information Chairperson, Outreach Chairperson, and Special Events Chairperson. They shall act as and be of service by direction of the Council and shall not take actions individually or collectively without the consent of the Council majority. Operating Committee members must be Council members. They must serve on the Council for six (6) months before being elected to the Operating Committee. Upon election, they shall serve for two (2) years. The Advisory Council will elect new Operating Committee members prior to the end of current Conferences.

Council members may be elected to the operating committee positions in their last year on Council, which would extend their term on the Council for a maximum of one year. No Council members shall be eligible to stand for a position on the operating committee after their original term on the Council has expired. If for any reason a operating committee position is vacated and filled mid-term, the newly elected Council member will only fill this position for the duration of the original two year term. The Council member may be re-elected into the position. The Council shall use the election guidelines found in the AA Service Manual.

## **Advisory Council Procedures**

1. The Council shall maintain a Post Office Box for all correspondence.
2. All Council financial transactions shall be made through its bank accounts.
3. The Post Office Box, 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.
4. No member of the Council shall incur expenses, outside of the job description, in the Council name without first receiving two-thirds (2/3) majority approval of the Council.
5. The Council shall be foremost aware of the welfare of AA as a whole. The Twelve Traditions of AA must be adhered to strictly.
6. The Council shall act as a body and no individual shall make decisions independent of the two-thirds (2/3) majority opinion.
7. All materials of the Council shall be deemed property of the Council and passed on to our successors.
8. In the event of financial difficulties, the Advisory Council, in cooperation with the Host Committee, reserves the right to hold special events in order to assist the Conference.
9. Meetings of the Advisory Council are to be scheduled in advance.
10. The Secretary shall annually issue to all major area central offices, young peoples' groups, and others who request it, an invitation to bid for the Conference site. Included in this invitation to bid should be the requirements as listed: a brief description of the Conference background, the facts as to how, when and where bids are accepted, along with the current Conference flier.
11. Council Members should encourage Conference participation throughout the year to preserve our continuity. The Council will be the ultimate authority in choosing the Conference site and will hear bids at its annual Conference Bid Session.
12. The Advisory Council shall endeavor to read materials to be revised prior to Council meetings with revisions.
13. The Council will only sell NCCYPAA novelty items at NCCYPAA sponsored events.

## **Council Meetings**

The Chairperson shall call for and arrange a meeting place and agenda for all Council Meetings. A quorum shall consist of two-thirds (2/3) of all Council Members. Motions, resolutions, and Conference site approval shall require a simple two-thirds (2/3)-majority vote of the quorum. All Council Members have one (1) vote and will vote on all matters. Absentee voting is not permitted. A two-thirds (2/3) vote by the quorum is necessary to change the by-laws or rescind Operating Procedures. The Advisory Council will conduct a yearly group inventory. Council meetings shall be limited to current council members as well as alternates.

Failure to physically attend two (2) Conferences within a term, two (2) Advisory Council meetings within a Conference year (counting a Conference as an Advisory Council meeting), and/or the breaking of sobriety shall be considered as voluntary resignation. Presence via webcam, phone, text, etc. does not count towards attendance. The resigning party has the option of appealing the decision in writing, to be voted on before the next Advisory Council meeting via the message board.

The Council, at its meetings, shall have the sole authority in choosing the Conference sites. Formal, walk-in, and token bids will be heard Saturday morning at the Conference. In the event that no city presents a bid, or the Host Committee foresees the failure of the Conference, an emergency meeting of the Council Members 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 or determine if the Conference should be suspended, and determine the subsequent fate of the Council and its functions.

- \* A Formal bid meets the bid requirement with subtitles 1 through 7 being strongly suggested.
- \* A Walk-in bid is a spontaneous bid with little or no previous preparation.
- \* A Token bid is a practice presentation for feedback and guidance to better enable the bidder with insights for preparing future bids.

Any of the above will be considered for hosting the next Conference.

## **Funds**

The Council shall endeavor to maintain a prudent reserve for Conference support when necessary. It should disperse five hundred dollars (\$500) within sixty (60) days to the chosen Host Committee. It is so designated that four thousand dollars (\$5,000) maintained as reserve. An annual balance of five hundred dollars (\$500) shall be for Operating Committee expenses. The Conference and reserve funds are arbitrary figures based on current economic conditions. After the reserve amount is met, the Advisory Council has the full authority to contribute the non-reserve funds where the need is greatest within the community of the Conference or AA as a whole. After the annual campout, the advisory council shall donate to the Host Committee any proceeds from the event that exceed the prudent reserve plus the budget of half a year's operating expenses.

Remembering the seventh tradition, it is suggested to keep the Al-Anon Registration money separate from the AA money to provide ease when donating the funds back to the Al-Anon community after expenses

These by-laws shall serve as guidelines and can be changed with a 2/3 vote by the Advisory Council. Much of the wording in these documents has been built on the experience of other council YPAA by-laws.

## **Advisory Council Positions**

### **Chair**

1. Arranges or and announces the agenda for all Council Meetings prior to meetings.
2. Opens Council Meetings and maintains meetings in reasonable order.
3. Recognizes members entitled to the floor.
4. States and puts to vote all motions properly made and seconded.
5. Announces the results of all votes.
6. Affixes his/her signature to all Council actions.
7. Maintains regular correspondence with all Advisory Council members to ensure that all Advisory Council tasks are being attended to. Stands ready to assist in any tasks where assistance is requested or required.
8. Keeps the Co-Chair abreast of all Advisory Council activities.
9. Acts as advisor to the Chair of the annual Host Committee and ensures that all Host Committee and Advisory Council obligations are being met.
10. Assigns Advisory Council "Buddy System" positions to corresponding Host Committee positions, keeping in mind breadth of knowledge and experience of the advisors.

### **Co-Chair**

1. Works with Chair to maintain regular correspondence with all Advisory Council members to ensure that all Advisory Council tasks are being attended to. Stands ready to assist in any tasks where assistance is requested or required.
2. In the absence of the Chairperson, shall accept the full duties of the Chairperson.
3. Carries out the various duties assigned by the Council.
4. Acts as the keeper of the Archives maintaining experience packets in digital and hardcopies as well as records of each Host Committee's hotel contracts and order of alternates.

### **Treasurer**

1. Keeps and maintains the PO Box for the Advisory Council, ensuring all rents are paid.
2. Ensures that any fees associated with the website are paid.
3. Keeps accurate records of all Council financial transactions.
4. Has in possession all bank statements and checkbooks at all meetings in order to be prepared to make deposits and disbursements during meetings.

5. Maintains all accounts subject to inspection at any time.
6. Is one of the two (2) signatures on all checks.
7. Must have minimum of two (2) out of the four (4) signatures on all checks, after receiving two-thirds vote of approval from Advisory Council Members.
8. Ensures that Chairperson, Co-Chairperson, Treasurer, and Secretary are all signators on the bank account.
9. Submits a comprehensive financial report detailing all transactions from the previous 12 months to bank statements at all formal advisory council meetings, regardless of attendance.
10. Makes bank statements available to all Advisory Council members on a monthly basis.
11. Shall disperse money beyond the prudent reserve to the AA Service Structure in accordance with the guidelines set down in the pamphlet, "The AA Group" at the first Council meeting after the Conference.
12.
  - Act as advisor to the treasurer of the annual host committee and ensure that all host committee and advisory committee obligations are being met

### **Secretary**

1. Maintains current contact information for all Council members including physical address, email address, and phone number.
2. Acts as custodian of all Council materials with exception of archives and financial transactions.
3. Keeps minutes of all Council Meetings.
4. Furnishes information from our records to anyone who requests it with the exception of the minutes pertaining to the awarding of the Conference.
5. Answers all correspondence promptly and to the will of the majority of the Council Members.
6. Furnishes copies of correspondence to all Council Members on all matters affecting the Council or Young People in AA within two (2) weeks of Council meetings.
7. Furnishes copies of service positions to winning Bid Committee at Conference.
8. Must maintain current mailing list (database and hard copies) including but not limited to treatment centers, halfway houses, intergroups, and individuals.
9. Receives and responds to website emails within a timely manner.
10. Makes sure NCCYPAA information packet is up-to-date and available to all council members.
11. Sends out bid invitations via the mailing and intergroup lists (from Outreach to Secretary).
12. Sends out annual campout and Conference flyer to mailing list
13. Acts as advisor to the Secretary of the annual Host Committee and ensures that all Host Committee and Advisory Council obligations are being met.

### **Outreach Chair**

1. Outreaches in general throughout North Carolina with the assistance of Council members, organizing trips to at least 4 other cities a year in North Carolina that are not represented by current council members with the intent purpose of encouraging cities to bid on the Conference.
2. Informs all area district intergroups of upcoming Special Events and the Conference.

3. Makes arrangements for having tables at AA events in North Carolina as voted on by Council members and organizes other Council members to assist in outreach at the event.
4. Act as advisor to the outreach chair of the annual host committee and ensure that all host committee and advisory committee obligations are being met

### **Special Events Committee Chair**

1. Oversees Special Events Committee composed of the three Council members that rolled on from the previous Conference.
2. Coordinates Special Events with Advisory Council and Host Committee.
3. In financial emergencies of Advisory Council, will coordinate efforts to raise funds with the Treasurer's assistance.
4. Coordinates with Host Committee for needed special events.
5. Serves as Special Event liaison to Host/Bid Committee(s).
6. Has knowledge of all Special Events and their conformity to AA Traditions.
7. -Act as advisor to the special events chair of the annual host committee and ensure that all host committee and advisory committee obligations are being met

### **Cooperation with the Professional Community / Public Information (CPC/PI)**

1. Contacts G.S.O. and speak with staff person that handles new committees. CPC, PI, CFC
2. Makes and maintains personal contact with the Area committee chairpersons for CPC, PI, CFC.
3. Sends them email updates on NCCYPAA events and general progress, including flyers for distribution. Email or phone contact should be made once a month at minimum.
4. Attends General Service Conferences. Reports back to AC on these conferences.
5. Attends local CPC, PI, CFC committee meetings once a month. Reports back to AC on these meetings.
6. Acts as a liaison between the community of sober Young People across the state and general service structure. Maintains contact with representatives of NCCYPAA and other young peoples' groups so that members of these groups may be called on for service opportunities in the general service structure.
7. Creates and maintains an online database of contacts. Categorizes these contacts in a way that is easily understood by a third party.
8. Informs the Advisory Council of events, meetings, progress, and issues raised occurring in CPC, PI, CFC.
9. Sets up contact with Grapevine to place announcements pertaining to NCCYPAA.

### **Webmaster**

1. Responsible for all issues relating to website (i.e. building, maintaining, traditions, content).

