



Hudson Valley Young People in Alcoholics Anonymous

*Home of the Burning Desire Bonfire*

**By-Laws**

*(Revised March 2018)*

1) **Mission Statement:** Hudson Valley Young People in Alcoholics Anonymous (HVYPAA) is a service committee of young people in A.A. in the Hudson Valley (HMB Area). We spread the message of hope, recovery and unity. We learn and grow in our recovery through our involvement in service. In addition, we host events throughout the year leading up to our annual Burning Desire Bonfire.

2) **Membership of HVYPPA**

- a) Any member of Alcoholics Anonymous is welcome to attend HVYPAA committee meetings.
- b) Anyone in attendance at a HVYPAA committee meeting may consider him or herself a member of HVYPAA, and therefore may participate in discussion and voting procedures.
  - i) Members and meeting attendees are encouraged to ask questions, if they do not have a reasonable understanding of the topic at hand.

3) **Elections for Committee Positions**

- a) HVYPAA elections will be conducted using the election guidelines outlined in the A.A. Service Manual (See Appendix G).
- b) Elections for all committee positions will be held annually on the first Tuesday in October. Terms are effective immediately.
- c) In the spirit of rotation, no committee Chair will serve more than two full consecutive terms in the same position.
- d) Candidates and Voting Eligibility:
  - i) Any A.A. member who is willing and able to serve HVYPAA may stand as a candidate for a position, and will have the opportunity to give a brief A.A. Service Resume (including their sobriety date and specific qualifications) before an election takes place.
  - ii) Every A.A. member has one vote.
    - (1) Absentee voting is not permitted.
    - (2) Those who do not wish to participate in voting may refrain from voting.
- e) An A.A. member who is unable to attend an election may stand for a position via proxy.
  - i) The absent candidate should write a brief statement explaining the reason for their absence and why they feel qualified for the position. They should ask someone in attendance to present the statement on their behalf at the appropriate time.
- f) In the event that a candidate stands to fill a position unopposed, they may be accepted by acclamation with a 2/3 majority vote.
- g) A suggested time requirement is listed next to each committee position. These time requirements refer to a member's current length of continuous sobriety.

4) **Rules for Elected Committee Positions**

- a) Attendance:
  - i) Failure to attend two consecutive HVYPAA committee meetings without prior notice to the Chair, Co-Chair, or Secretary will result in an automatic warning from the Chair.
    - (1) Failure to attend the next meeting will result in a call to vote on whether the person must forfeit their trusted servant position.

ii) Failure to attend three HVYPAA committee meetings within a 3 month period with or without notice to the Chair, Co-Chair, or Secretary will result in an automatic warning from the Chair.

(1) Failure to attend more than three meetings in that 3 month period will result in a call to vote on whether the person must forfeit their trusted servant position.

iii) If absent, a proxy report should be submitted in advance to the Chair, Co-Chair, or Secretary.

b) A break in continuous sobriety is considered an automatic resignation of one's elected committee position.

## 5) Committee Structure

a) The following trusted servant positions are elected from the HVYPAA membership. Each position carries a one (1) year term.

### **CHAIR** (*Sobriety Requirement: 3 years*)

- Responsible for the overall functioning of the committee.
- Conducts all business in accordance with the HVYPAA by-laws.
- Should have a working knowledge of A.A.'s 12 Steps, 12 Traditions, and 12 Concepts.
- Holds all elected committee members accountable for the duties of their position, and ensures that all tasks are accomplished.
- In the event the committee votes to relieve a member of their elected position, it is the Chair's responsibility to inform him or her of the committee's decision.
- Should keep well informed of what is happening on each sub-committee and assist as needed with the help of their Co-Chair.
- Informs the Secretary of upcoming meetings and changes.
- Maintains a current outreach email list with the Secretary.
- Affixes his or her signature to all committee actions.
- Acts as one of 3 possible signers for the committee bank account.
- Holds one of two keys to the HVYPAA P.O. Box and coordinates checking for mail with the Secretary.
- Creates the agenda for each committee meeting.
- Opens all committee meetings and conducts each meeting in an orderly fashion by recognizing members entitled to the floor, limiting discussion to person at a time.
- Keeps the meeting focused on the topic at hand, calling the question on all motions properly made and seconded, and announcing the results of all votes.
- Responsible for developing the role of his/her Co-Chair

### **CO-CHAIR** (*Sobriety Requirement: 3 years*)

- Assists Chair with the overall functioning of the committee.
- Should have a working knowledge of A.A.'s 12 Steps, 12 Traditions, and 12 Concepts.
- Assists Chair with ensuring that all tasks are accomplished.
- Acquires knowledge of how to carry out the duties of the Chair.
- In the absence of the Chair, accepts full duties of the Chair.
- Carries out various duties assigned by Chair.
- Acts as a liaison between HVYPAA and other YPAA committees, staying informed of their activities and contacting them when necessary.

- In the event the committee votes to relieve the Chair of their elected position, it is the Co-Chair's responsibility to inform him or her of the committee's decision.
- Should keep well-informed of what is happening on each sub-committee and assist as needed.
- In the event the committee votes to relieve the Chair of their elected position or if the Chair's position is vacated for any reason, the Co-Chair will immediately rotate into the position of Chair for the duration of the term.

**TREASURER** (*Sobriety Requirement: 3 years*)

- Should have a working knowledge of A.A.'s 12 Steps, 12 Traditions, and 12 Concepts.
- Responsible for maintaining financial records of the committee, with an operating budget of \$3000.
- Should have A.A. committee service experience and experience managing large budgets.
- Must have a job, personal bank account, and permanent home address.
- Keeps an up-to-date, detailed financial report, closely tracking income and expenses.
- Shall have a hard copy of this report available for all committee meetings.
- Has in his or her possession at every committee meeting all bank statements, deposits, and checkbooks, so as to be prepared to make deposits and/or disbursements, which are subject to inspection at any time.
- Acts as one of 3 signers and has access to the committee bank account.
- Ensures that rent, P.O. Box fees, and all other bills are paid on time.
- Collects money from events.
- Works closely with the Registration and additional Chairs to establish financial accountability, including online and on-site sales.
- Should be prepared to sign the federal tax return covering the conference activities upon request.
- Within 30 days of the annual Bonfire, the Treasurer will have a complete, accurate, and balanced financial report available for the committee.

**CO-TREASURER** (*Sobriety Requirement: 3 years*)

- Should have A.A. Committee service experience and experience managing large budgets.
- Must have a job, personal bank account, and permanent home address.
- Acts as a signer and has access to the committee bank account.
- Acquires knowledge of how to carry out the duties of the Treasurer.
- Carries out various duties assigned by the Treasurer and assists in maintaining financial records.
- Confirms the accuracy of all Treasurer reports.
- In the absence of the Treasurer, accepts full duties of the Treasurer.
- In the event the committee votes to relieve the Treasurer of their elected position, or if the Treasurer's position is vacated for any reason, the Co-Treasurer will immediately rotate into the position of Treasurer.

**SECRETARY** (*Sobriety Requirement: 2 years*)

- Acts as the custodian of all committee materials.
- Answers all correspondence promptly and in the spirit of HVYPAA.

- Makes available to committee members copies of all correspondence (i.e. flyers) pertaining to the committee or to young people in A.A.
- Ensures that all documentation and other communications media maintains the integrity and language as described in HVYPAA's by-laws.
- Keeps accurate minutes of all committee meetings, including exact wording for all motions, as well as major points of discussion.
- Minutes should be emailed to the HVYPAA Chair, Co-Chair, and Website Chair within one (1) week of the committee meeting.
- Responsible for acquiring minutes from all sub-committee meetings to keep on file.
- Reads the previous meeting's minutes for approval at each committee meeting.
- Works together with the Website Chair to make sure minutes of all HVYPAA committee meetings are posted on the website within one week of the meeting.
- Keeps attendance at each meeting and informs the Chair of absences.
- Maintains a current contact list of all committee members and positions held.
- Maintains a current Outreach Email List with the Chair.
- Responsible for sending an email notification of all committee meetings and events to the Outreach list.
- Holds one of two keys to the HVYPAA PO Box and coordinates checking for mail with the Chair before each committee meeting.
- Responsible for developing the role of his/her Co-Chair.

**CO-SECRETARY** (*Sobriety Requirement: 1 year*)

- Acquires knowledge of how to carry out the duties of the Secretary.
- Carries out various duties assigned by the Secretary.
- In the absence of the Secretary, accepts full duties of the Secretary.
- In the event the committee votes to relieve the Secretary of his/her elected position, or if the Secretary's position is vacated for any reason, the Secretary Co-Chair will immediately rotate into the position of Secretary for the duration of the term.

**EVENTS CHAIR** (*Sobriety Requirement: 1 year*)

- Responsible for finding locations and arranging events deemed appropriate by the committee that promote awareness of HVYPAA, unity and recovery.
- Has a knowledge of A.A. Traditions and plans events in conformity with them.
- Coordinates committee-approved budgets with the Treasury.
- Develops ideas for events and arranges all aspects of such events, including but not limited to place, date, time, speakers, costs, refreshments, music (if applicable), etc.
- Recruits volunteers to help organize and run all events.
- May form a sub-committee and should keep the full committee informed of any discussions and actions taken at these meetings.
- Responsible for developing the role of his/her Co-Chair.

**EVENTS CO-CHAIR** (*Sobriety Requirement: 1 year*)

- Acquires knowledge of how to carry out the duties of the Events Chair.
- Carries out various duties assigned by the Events Chair.
- In the absence of the Events Chair, assumes full duties of the Events Chair.

- In the event the committee votes to relieve the Events Chair of their elected position, or if the Event Chair's position is vacated for any reason, the Events Co-Chair will immediately rotate into the position of Events Chair for the duration of the term.

**OUTREACH CHAIR** (*Sobriety Requirement: 1 year*)

- Should develop and implement an outreach plan that prioritizes the entire HMB Area.
- Responsible for outreaching all HVYPAA and committee functions.
- Works closely with the Events and Graphics Chair in order to produce outreach materials for all scheduled events.
- Distributes fliers to individual members, meetings, treatment centers, Inter-Groups, and other AA functions throughout the HMB Area and beyond.
- Coordinates announcements about HVYPAA committee meetings and events at A.A. meetings.
- Forwards all pertinent outreach information to the Website Chair.
- Stores the HVYPAA banner and outreach table materials.
- Responsible for coordinating volunteers and transportation of outreach table materials to and from all HVYPAA presence requests.
- May form a sub-committee and should keep the full committee informed of any discussions and actions taken at these meetings.
- Responsible for developing the role of his/her Co-Chair.

**OUTREACH CO-CHAIR** (*Sobriety Requirement: 1 year*)

- Acquires knowledge of how to carry out the duties of the Outreach Chair.
- Carries out various duties assigned by the Outreach Chair.
- In the absence of the Outreach Chair, assumes full duties of the Outreach Chair.
- In the event the committee votes to relieve the Outreach Chair of their elected position, or if the Outreach Chair's position is vacated for any reason, the Outreach Co-Chair will immediately rotate into the position of Outreach Chair for the duration of the term.

**GRAPHICS CHAIR** (*Sobriety Requirement: 90 days*)

- Designs and produces all approved printed and digital material requiring graphics (fliers, tickets, banners, t-shirts, etc).
- Has access to a computer with appropriate digital technologies.
- Works closely with the Events and Outreach Chairs, in order to produce outreach materials for all scheduled events.
- Researches economical production options and presents them to the committee for final decision by group conscience.
- Responsible for developing the role of his/her Co-Chair.

**GRAPHICS CO-CHAIR** (*Sobriety Requirement: 90 days*)

- Has access to a computer with appropriate digital technologies.
- Acquires knowledge of how to carry out the duties of the Graphics Chair.
- Carries out various duties assigned by the Graphics Chair.
- In the absence of the Graphics Chair, assumes full duties of the Graphics Chair.
- In the event the committee votes to relieve the Graphics Chair of their elected position, or if the Graphics Chair's position is vacated for any reason, the Graphics Co-

Chair will immediately rotate into the position of Graphics Chair for the duration of the term.

**WEBSITE CHAIR** (*Sobriety Requirement: 1 year*)

- Should have prior experience with website design and implementation.
- Responsible for maintaining up-to-date website content in conformity with A.A. Traditions.
- Works together with Events, Graphics and Outreach Chairs to make sure all outreach/events materials are posted and removed from the website in a timely manner.
- Works together with the Secretary to make sure minutes of all committee meetings are posted within one week of the meeting.
- Maintains the hvypaa.com email system and promptly updates whenever there is a change in the HVYPAA committee roster.
- Responsible for developing the role of his/her Co-Chair.

**WEBSITE CO-CHAIR** (*Sobriety Requirement: 1 year*)

- Should have prior experience with website design and implementation.
- Acquires knowledge of how to carry out the duties of the Website Chair.
- Carries out various duties assigned by the Website Chair.
- In the absence of the Website Chair, assumes full duties of the Website Chair.
- In the event the committee votes to relieve the Website Chair of their elected position, or if the Website Chair's position is vacated for any reason, the Website Co-Chair will immediately rotate into the position of Website Chair for the duration of the term.

**HMB LIAISON** (*Sobriety Requirement: 2 years*)

- Acts as the liaison between HVYPAA and the General Service Structure.
- Informs the Area Newsletter and Agenda Chair of all upcoming HVYPAA events.
- Stays informed of and is encouraged to attend all HMB Assemblies.
- Stays informed of all HMB standing committee activities.
- Responsible for developing the role of his/her Co-Chair.

**HMB LIAISON CO-CHAIR** (*Sobriety Requirement: 2 years*)

- Acquires knowledge of how to carry out the duties of the HMB Liaison.
- Carries out various duties assigned by the HMB Liaison.
- In the absence of the HMB Liaison, assumes full duties of the HMB Liaison.
- In the event the committee votes to relieve the HMB Liaison of their elected position, or if the HMB Liaison's position is vacated for any reason, the HMB Liaison Co-Chair will immediately rotate into the position of HMB Liaison for the duration of the term.

**C&TF CHAIR** (*Sobriety Requirement: 1 year*)

- Responsible for coordinating meetings inside Area Corrections and Treatment Facilities.
- Follows up with volunteers to ensure that all commitments are covered.
- Keeps District C&TF Chairs informed of all aspects of HVYPAA commitments.
- Stays informed of and is encouraged to attend all HMB Corrections Committee and HMB Treatment Facilities Committee meetings.

- Researches, develops and proposes additional C&TF related service opportunities to HVYPAA.
- Maintains access to all pertinent applications necessary for volunteers to complete in order to gain entry into such facilities.
- Responsible for developing the role of his/her Co-Chair.

**C&TF CO-CHAIR** (*Sobriety Requirement: 1 year*)

- Acquires knowledge of how to carry out the duties of the C&TF Chair.
- Carries out various duties assigned by the C&TF Chair.
- In the absence of the C&TF Chair, assumes full duties of the C&TF Chair.
- In the event the committee votes to relieve the C&TF Chair of their elected position, or if the C&TF Chair's position is vacated for any reason, the C&TF Co-Chair will immediately rotate into the position of C&TF Chair for the duration of the term.

**CPC/PI CHAIR** (*Sobriety Requirement: 1 year*)

- Maintains contact with applicable communities with the contact information of at least one young alcoholic volunteer.
- Recruits volunteers for all PI commitment requests throughout the Hudson Valley.
- Stays informed and is encouraged to attend all Area CPC/PI Committee Meetings.
- Researches, develops, and proposes additional CPC and PI related service opportunities to HVYPAA.
- Responsible for developing the role of his/her Co-Chair.

**CPC/PI CO-CHAIR** (*Sobriety Requirement: 1 year*)

- Acquires knowledge of how to carry out the duties of the CPC/PI Chair.
- Carries out various duties assigned by the CPC/PI Chair.
- In the absence of the CPC/PI Chair, assumes full duties of the CPC/PI Chair.
- In the event the committee votes to relieve the CPC/PI Chair of their elected position, or if the CPC/PI's position is vacated for any reason, the CPC/PI Co-Chair will immediately rotate into the position of CPC/PI Chair for the duration of the term.

**12<sup>th</sup> STEP CALL CHAIR** (*Sobriety Requirement: 1 year*)

- Responsible for responding to all 12th Step emails within 24 hours.
- Fields 12th Step Call requests/service opportunities to HVYPAA.
- Documents all 12th Step Calls into a log.
- Follows up with the 12th Step Call volunteers to gather experience.
- Researches, develops, and proposes additional 12th Step related service opportunities to HVYPAA.
- Responsible for developing the role of his/her Co-Chair.

**12<sup>th</sup> STEP CALL CO-CHAIR** (*Sobriety Requirement: 1 year*)

- Acquires knowledge of how to carry out the duties of the 12th Step Call Chair.
- Carries out various duties assigned by the 12th Step Call Chair.
- In the absence of the 12th Step Call Chair, assumes full duties of the 12th Step Call Chair.
- In the event the committee votes to relieve the 12th Step Call Chair of their elected position, or if the 12th Step Call Chair's position is vacated for any reason, the 12th Step

Call Co-Chair will immediately rotate into the position of 12th Step Call Chair for the duration of the term.

**AUDIO/VISUAL CHAIR** (*Sobriety Requirement: 1 year*)

- Responsible for all audio and visual assets of HVYPAA.
- Arranges for the recording of all speakers at HVYPAA events, ensures the integrity of the audio files, and provides a copy of the digital audio files to the HVYPAA Archives.
- Coordinates the production of HVYPAA videos, including submissions for the Young People's Video Project at GSO, and other videos as determined by the HVYPAA committee; ensures the integrity of the video files and gives a copy of the digital video files to the HVYPAA Archives.
- Cooperates with other HVYPAA Chairs and A.A. Committees to make audio and video assets available as needed.
- Communicates with the Appointed Committee Member on the Trustee's PI Committee, who is responsible for the Young People's Video Project.
- Arranges screenings of HVYPAA video assets at YPAA conventions or other appropriate events.
- Responsible for all of HVYPAA's Audio/Video equipment, arranges for its transportation to events, and its storage and safe-keeping.
- Responsible for developing the role of his/her Co-Chair.

**AUDIO/VISUAL CO-CHAIR** (*Sobriety Requirement: 1 year*)

- Acquires knowledge of how to carry out the duties of the A/V Chair.
- Carries out various duties assigned by the A/V Chair.
- In the absence of the A/V Chair, assumes full duties of the A/V Chair.
- In the event the committee votes to relieve the A/V Chair of their elected position, or if the A/V Chair's position is vacated for any reason, the A/V Co-Chair will immediately rotate into the position of A/V Chair for the duration of the term.

**ARCHIVIST** (*Sobriety Requirement: 1 year*)

- Responsible for collecting fliers, documents, memorabilia, A/V files, and any other data that will help preserve HVYPAA's history.
- Is encouraged to offer appropriate extra HVYPAA archival materials to the GSO, HMB, and Hudson Valley District Archives.
- Responsible for developing the role of his/her Co-Chair.

**ARCHIVIST CO-CHAIR** (*Sobriety Requirement: 1 year*)

- Acquires knowledge of how to carry out the duties of the Archivist.
- Carries out various duties assigned by the Archivist.
- In the absence of the Archivist, assumes full duties of the Archivist.
- In the event the committee votes to relieve the Archivist of their elected position, or if the Archivist's position is vacated for any reason, the Archivist Co-Chair will immediately rotate into the position of Archivist for the duration of the term.

**LITERATURE/GRAPEVINE/ LA VIÑA (LGLV) CHAIR** (*Sobriety Requirement: 90 days*)

- Obtains Literature from GSO, NY Inter-Group, and the A.A. Grapevine Office when necessary.

- Acts as a liaison between HVYPAA and Hudson Valley District Literature and Grapevine/La Viña Committees to ensure that literature and Grapevine/La Viña materials are available for purchase or distribution at all HVYPAA events, as the committee deems appropriate.
- Informs Grapevine/La Viña of upcoming HVYPAA events.
- Produces any literature HVYPAA agrees is useful.
- Responsible for developing the role of his/her Co-Chair.

**LGLV CO-CHAIR** (*Sobriety Requirement: 90 days*)

- Acquires knowledge of how to carry out the duties of the LGLV Chair.
- Carries out various duties assigned by the LGLV Chair.
- In the absence of the LGLV Chair, assumes full duties of the LGLV Chair.
- In the event the committee votes to relieve the LGLV Chair of their elected position, or if the LGLV Chair's position is vacated for any reason, the LGLV Co-Chair will immediately rotate into the position of LGLV Chair for the duration of the term.

**LGBTQ LIAISON** (*Sobriety Requirement: 90 days*)

- Works closely with the Outreach Chair to coordinate the HVYPAA Outreach to the LGBTQ community.
- Responsible for developing the role of his/her Co-Chair.

**LGBTQ LIAISON CO-CHAIR** (*Sobriety Requirement: 90 days*)

- Acquires knowledge of how to carry out the duties of the LGBTQ Liaison.
- Carries out various duties assigned by the LGBTQ Liaison.
- In the absence of the LGBTQ Liaison, assumes full duties of the LGBTQ Liaison.
- In the event the committee votes to relieve the LGBTQ Liaison of their elected position, or if the LGBTQ Liaison's position is vacated for any reason, the LGBTQ Liaison Co-Chair will immediately rotate into the position of LGBTQ Liaison for the duration of the term.

**ACCESSIBILITY/SPECIAL NEEDS (ASN) CHAIR** (*Sobriety Requirement: 1 year*)

- Works with the local Accessibility/Special Needs committees to communicate with, outreach to, and accommodate to the Special Needs community.
- Responsible for obtaining competitive bids from ASL interpreters, making services available to the hearing impaired, and tending to the needs of attendees with disabilities at all HVYPAA events.
- Responsible for developing the role of his/her Co-Chair.

**ACCESSIBILITY/SPECIAL NEEDS (ASN) CO-CHAIR** (*Sobriety Requirement: 1 year*)

- Acquires knowledge of how to carry out the duties of the ASN Chair.
- Carries out various duties assigned by the ASN Chair.
- In the absence of the ASN Chair, assumes full duties of the ASN Chair.
- In the event the committee votes to relieve the ASN Chair of their elected position, or if the ASN Chair's position is vacated for any reason, the ASN Co-Chair will immediately rotate into the position of ASN Chair for the duration of the term.

**PRAYER AND UNITY CHAIR** (*Sobriety Requirement: 90 days*)

- Responsible for reminding the committee of the spiritual aspect of our service work.
- Calls a prayer during heated debate, ever reminding us of our primary purpose.
- Helps coordinate all committee unity/fellowship gatherings outside of committee meetings and events.
- Responsible for developing the role of his/her Co-Chair.

**PRAYER AND UNITY CO-CHAIR** (*Sobriety Requirement: 90 days*)

- Acquires knowledge of how to carry out the duties of the Prayer and Unity Chair.
- Carries out various duties assigned by the Prayer and Unity Chair.
- In the absence of the Prayer and Unity Chair, assumes full duties of the Prayer and Unity Chair.
- In the event the committee votes to relieve the Prayer and Unity Chair of their elected position, or if the Prayer and Unity Chair's position is vacated for any reason, the Prayer and Unity Co-Chair will immediately rotate into the position of Prayer and Unity Chair for the duration of the term.

**SECURITY CHAIR** (*Sobriety Requirement: 1 year*)

- Responsible for coordinating and developing a strategy for security at the annual Bonfire and as needed for any other HVYPAA events.
- Recruits volunteers and other committee members to work security at said events.

**SECURITY CO-CHAIR** (*Sobriety Requirement: 1 year*)

- Assists Security Chair with all aspects of security needs at the annual Bonfire and other events as needed.
- Carries out various duties as assigned by the Security Chair.
- In the absence of the Security Chair, accepts full responsibilities of the Security Chair.
- In the event the committee votes to relieve the Security Chair of the elected position, or if the Security Chair position is vacated for any reason, will immediately rotate into Security Chair position for the duration of the term.

**REGISTRATION CHAIR** (*Sobriety Requirement: 2 years*)

- Should have A.A. committee service experience.
- Responsible for maintaining a database of 200+ registrants' information (i.e. phone number, email, etc).
- Presents updated registration numbers at all committee meetings.
- Sends confirmation letters to all registered attendees via email or post.
- Should keep back-up files/hard copies of registrations.
- Submits all money to the Treasurer.
- Coordinates pre-registration tables at meetings and events.
- Coordinates volunteers for the registration tables during the bonfire weekend and outreach tables at events hosted or attended by HVYPAA.
- Houses and transports the cash registers.
- Works closely with the Treasurer, Graphics Chair, and Secretary.
- Shall chair a sub-committee and keep the full committee informed of any discussions and actions taken at these meetings.
- Has "Right of Decision" regarding registration-related financial disputes.

- May create additional sub-committee positions within the scope of their responsibilities as needed.
- Responsible for developing the role of his/her Co-Chair.

**REGISTRATION CO-CHAIR** (*Sobriety Requirement: 2 years*)

- Should have A.A. committee service experience.
- Acquires knowledge of how to carry out the duties of the Registration Chair.
- Carries out various duties assigned by the Registration Chair.
- In the absence of the Registration Chair, accepts full duties the Registration Chair.
- In the event the committee votes to relieve the Registration Chair of their elected position, or if the Registration Chair's position is vacated for any reason, the Registration Co-Chair will immediately rotate into the position of Registration Chair.

**BID FACILITIES CHAIR\*** (*Sobriety Requirement: 2 years*)

- Researches and develops relationships with facilities (hotels, universities, convention centers, gymnasiums, churches, schools, meeting halls, etc.) capable of accommodating conventions and events.
- Obtains written commitments from facilities to comply with convention requirements.
- Shall represent HVYPAA in a professional and responsible manner.
- Responsible for developing the role of his/her Co-Chair.

**BID FACILITIES CO-CHAIR\*** (*Sobriety Requirement: 2 years*)

- Acquires knowledge of how to carry out the duties of the Bid Facilities Chair.
- Carries out various duties assigned by the Bid Facilities Chair.
- In the absence of the Bid Facilities Chair, assumes full duties of the Bid Facilities Chair.
- In the event the committee votes to relieve the Bid Facilities Chair of their elected position, or if the Bid Facilities Chair's position is vacated for any reason, the Bid Facilities Co-Chair will immediately rotate into the position of Bid Facilities Chair for the duration of the term.

**BID BOOK CHAIR\*** (*Sobriety Requirement: 2 years*)

- Shall coordinate the completion, production, and transportation of bid books in accordance with the HVYPAA group conscience and the convention/conference bidding requirements.
- Responsible for developing the role of his/her Co-Chair.

**BID BOOK CO-CHAIR\*** (*Sobriety Requirement: 2 years*)

- Acquires knowledge of how to carry out the duties of the Bid Book Chair.
- Carries out various duties assigned by the Bid Book Chair.
- In the absence of the Bid Book Chair, assumes full duties of the Bid Book Chair.
- In the event the committee votes to relieve the Bid Book Chair of their elected position, or if the Bid Book Chair's position is vacated for any reason, the Bid Book Co-Chair will immediately rotate into the Bid Book Chair position for the duration of the term.

*\*These positions will remain dormant until HVYPAA votes to bid for a convention.*

**b) Sub-Committee Meetings**

- i)** Any Chair may hold sub-committee meetings at their discretion.
- ii)** Sub-committee meetings should be scheduled with care given to the time, day, and location, as well as other scheduled sub-committee meetings, so those interested can attend.
- iii)** A minimum of two weeks' notice should be given to HVYPAA for scheduling a sub-committee meeting. This allows sufficient time for those interested to make arrangements to attend.
- iv)** The results of a sub-committee meeting shall be reported at the following HVYPAA meeting.
- v)** Each elected member of HVYPAA has a 'Right of Decision' as described in Concept 3 of the 12 Concepts for World Service. This means that each Chair and Co-Chair has great freedom in how they choose to fulfill the duties of their position. However, it is understood that each Chair will give a report of their plans, decisions, and actions at each HVYPAA meeting and have adequate consultation with the HVYPAA Officers, to inform them of any important decisions and actions.
  - (1)** "This 'Right of Decision' should never be made an excuse for failure to render proper reports of all significant actions taken; it ought never be used as a reason for constantly exceeding a clearly defined authority, nor as an excuse for persistently failing to consult those who are entitled to be consulted before and important decision of action is taken (See Concept 3, A.A. Service Manual).

**6) Committee Operations**

- a)** HVYPAA will follow the 12 Steps and 12 Traditions of Alcoholics Anonymous and the 12 Concepts for World Service (See Appendices D, E, & F).
- b)** All HVYPAA financial transactions will be made through its bank account. No member will expense HVYPAA funds without first receiving a two thirds (2/3) majority approval from the committee.
  - i)** After each year's elections, the previous year's bank signers will have until January 1<sup>st</sup> to add the new "bank signers" positions as signers.
    - (1)** At this point, the previous year's Co-Chair, Co-Treasurer, past Chair and past Treasurer should be removed as signers.
    - (2)** The immediate past Chair and past Treasurer will remain as signers through the next term.
- c)** HVYPAA will maintain a P.O. Box for all written correspondence.
- d)** The committee P.O. Box and bank account will be used exclusively for HVYPAA business.
- e)** Any amendments, deletions, or additions to the HVYPAA By-laws will be made in a three-step process:
  - i)** The change will be submitted in writing, and copies distributed at a HVYPAA committee meeting.
  - ii)** The change will be discussed and evaluated after the group has had sufficient time to read the proposed amendments.
  - iii)** All amendments require a two-thirds (2/3) majority approval from the voting body.

f) In the event that HVYPAA is awarded ICYPAA or any other large-scale convention, the HVYPAA committee may scale down its operations, in effect becoming dormant, in order to best serve both the Host Committee and standing HVYPAA service commitments.

i) The HVYPAA bank account will be kept separate from the Host Committee's.

(1) The HVYPAA bank account will retain its prudent reserve, plus 25% of remaining funds. The remaining balance will be transferred to the Host Committee's bank account.

(2) With the approval of the Host Committee, all standing HVYPAA service commitments will be transferred to the Host Committee for that host year.

## 7) Committee Procedures

a) General:

i) Regular HVYPAA meetings will be held on the 2<sup>nd</sup> and 4<sup>th</sup> week of the month, unless two-thirds (2/3) majority votes to move or postpone an individual meeting.

b) The Agenda:

i) The Chair will arrange the agenda for all HVYPAA meetings and will bring an adequate number of copies for distribution.

(1) It is recommended that requests to add an item to New Business be done prior to the meeting, although requests to add an item will be considered during the meeting, prior to the close of New Business.

ii) Agendas are to follow this order:

(1) Opening (with prayer)

(2) Review of the previous meeting's minutes

(3) Treasury report

(4) Committee reports

(5) Announcements

(6) 7<sup>th</sup> Tradition

(7) Old Business

(8) New Business

(9) Closing

iii) The Chair or Co-Chair may suggest handling any part of the agenda out of order, but a simple majority must approve it.

iv) All committee meetings shall be a maximum of two (2) hours long, unless a two thirds (2/3) majority votes to extend the meeting.

c) Minutes:

i) The Secretary is to prepare each meeting's minutes, noting old business, motions, actions, and other important items.

ii) Copies of minutes are to be available to A.A. members upon request.

iii) The minutes are to be read, corrected when needed, and then approved at each committee meeting.

iv) The Chair is responsible for conducting the meeting so as to allow the Secretary to make the most accurate notes possible.

v) The committee will honor all requests for clarification from the Secretary.

d) Reports:

i) Reports shall inform HVYPAA of the status, progress, and direction of the individual or sub-committee.

(1) All committee Chairs/Liaisons shall give a report to the committee at every regularly scheduled HVYPAA meeting.

- (2) All reports will be concise and well-prepared.
  - ii) Following each report, the floor will be opened for questions and discussion.
    - (1) The Chair may entertain motions during the discussion of a report.
- e) Motions and Voting Procedures:
  - i) In order for a motion to be discussed and voted upon, it must be seconded by another member of the committee.
    - (1) Motions are generally made during reports, Old Business, New Business, or by contacting the Chair prior to the committee meeting.
  - ii) A two-thirds (2/3) majority is required to pass each motion.
    - (1) When determining a two thirds (2/3) majority, the calculated amount is always rounded to the next whole number.
  - iii) Motions may be withdrawn by the member making the motion at any time prior to the vote.
  - iv) Motions may be amended by the committee at any time prior to the vote.
  - v) The Chair may not make motions, second them, or vote under any circumstances.
  - vi) In the discussion of a motion, the member who made the motion has the right to speak first and last in the motion.
    - (1) The Chair will always ask for further discussion from others.
  - vii) Any member may make procedural motions at any appropriate break in the discussion.
  - viii) Members may vote for, against, or abstain from voting.
    - (1) An abstention vote is tallied for the minutes, but is not counted in the two-thirds (2/3) majority.
    - (2) Members who do not want to be counted at all may simply refrain from voting on a motion.
  - ix) Automatically following a vote, the minority opinion has an opportunity to be voiced.
    - (1) If a voting member of the majority is swayed by the minority opinion, a motion to “reconsider the original motion” may be made.
      - (a) This motion to “reconsider the original motion” requires simple majority to pass.
        - (i) If a simple majority votes against “reconsidering the original motion,” then the original vote stands and minority rights no longer apply.
        - (ii) If, however, a simple majority votes to “reconsider the original motion,” the motion is reopened for discussion, followed by a second vote requiring a two thirds (2/3) majority to pass. Minority rights no longer apply, and the second vote on the motion stands as counted.
  - x) If any vote does not show substantial unanimity, is the cause of major disagreement, or is lacking significant participation due to abstentions in the majority or poor attendance, the Chair may choose to postpone the motion.
    - (1) If the Chair does postpone the motion, it will be priority in Old Business at the next regularly scheduled business meeting.
- f) Rules of Discussion:
  - i) Listening:

(1) No person, except for the Chair/Co-Chair, shall ever interrupt a speaker while he/she has the floor, unless a question of procedure arises, or a prayer is called.

(2) The Chair/Co-Chair may only interrupt a speaker for the following reasons:

(a) Speaking off the topic.

(b) Speaking too long.

(c) Repeating the previous points at length.

ii) Talking:

(1) Discussion will begin by the Chair asking, "Is there any discussion?" The Chair will then call on members who have their hands raised.

(a) Stacking: The Co-Chair will keep a listed order of all the people that raised their hands, if needed.

(2) At the conclusion of discussion, the Chair will ask the Secretary to repeat the motion on the table, and a vote will ensue.

## 8) Appendix

a) In the event of a unique condition not covered here, the Chair may suggest a method of proceeding which shall be temporarily adopted for that meeting only, with the approval of the committee.

b) HVYPAA is responsible for observing these by-laws. The Chair is responsible for observing, enforcing, and maintaining these rules of procedure.

i) Should a participant persist on holding the floor without adhering to the requirements of these procedures, or should a participant persist in interrupting or otherwise disrupting the meeting, the Chair has a right to say, "Please come to order."

(1) If the disorderly discussion continues, the Chair may suggest a break, ask the person to leave the meeting, or declare the meeting adjourned, if necessary.

c) The 12 Steps and 12 Traditions of Alcoholics Anonymous and the 12 Concepts for World Service precede all procedures covered here. It is not the intention of HVYPAA to violate any of A.A.'s spiritual principles.

d) The Twelve Steps of A.A.

e) The Twelve Traditions of A.A.

f) The Twelve Concepts of World Service

g) Third Legacy Procedure

## 9) Steering Committee

The committee shall elect, from its membership, an operating committee consisting of a Chairperson, a Co-Chairperson, a Secretary, and a Treasurer. Upon being elected, they shall serve for one (1) year. Any member may serve on the operating committee for any length of time, but may not hold the same position for more than one term consecutively. In the event that a decision needs to be made in between committee meetings, the operating committee may convene to offer guidance. It is not an autonomous body and is directly responsible to the full HVYPAA committee. No decisions can be made outside the scope of an individual's authority.