

# Advisory Council Bylaws

Current as of 9/21/2019

1. Advisory Council members are required to attend the bid session at GCYPAA prior to their scheduled Advisory Council meeting.
2. Advisory Council positions are limited to a two (2) year term. No Advisory Council member shall serve the same position for more than one (1) term, unless hardship occurs.
3. Vacant Council seats shall be filled by these previously designated alternates as approved by the Advisory Council.
4. An alternate's term on the Advisory Council shall coincide with the terms of the Advisory members elected from their same conference to maintain the integrity and spirit of the rotation.
5. All those being appointed must be members of Alcoholics Anonymous, have practical experience with AA's Twelve Steps and Twelve Traditions, have one year of continuous sobriety, and have reached his/her eighteenth (18th) birthday.
6. Should the Advisory Council not have full membership after all alternate members have been exhausted, the Advisory Council may appoint previous Advisory Council members, whose term ended within the last 10 years and regardless of age, to serve, until full membership (twelve (12) members) is met.
7. Failure to attend two consecutive standing scheduled Advisory Council meetings shall be considered voluntary resignation.
8. Only one (1) person may hold a chair position at any time. No person may hold dual chairs, even in times of hardship. A member may, however, serve on any subcommittees created by the Advisory Council.

9. No Advisory Council Member may serve on the Advisory Council and a GCYPAA Bid Committee at the same time.

10. No Advisory Council Member may serve on the Advisory Council and a GCYPAA Host Committee at the same time.

11. No Advisory Council member may serve once he or she has moved out of state. An out of state move is considered voluntary resignation from the Advisory Council.

12. The Advisory Council shall maintain a list of all past and current Advisory Council members, including contact information.

13. The Operating Committee should bring to the full Advisory Council for approval any amendments to the “Facts, Aims, and Purposes of the Young People’s Groups,” the Conference Bidding Requirements, and Advisory Council bylaws.

14. It is the responsibility of the Co-Chair to rewrite or amend all changes in the bylaws or bidding requirements and send revised copies to all Advisory Council members no later than one (1) week after the Advisory Council meeting where the vote took place.

15. The Advisory Council financial transactions shall be made through its bank accounts. No member of the Council shall incur expenses in the Advisory Council’s name in excess of \$100 without first receiving a two-thirds majority approval of the Advisory Council.

16. The Advisory Council shall act as a body and no individual shall act independently of the Advisory Council conscience in the Advisory Council’s name.

17. All Advisory Council material including the bank account are reserved for the sole use of official Advisory Council business. All other uses are prohibited.

18. All materials of the Advisory Council shall be deemed property of the Council and passed on to its successors.

19. All Council documents and their revisions will have current date affixed as a part of those documents.

20. If there is no acceptable bid present at the conference, a bid that the Advisory Council deems appropriate may be selected.
21. If a member of the Advisory on the bank account relapses, they shall be immediately removed from the bank account.
22. All records of minutes, treasury reports (including bank statements), and important documents shall be kept in an online account accessible to all Advisory Council members. This account shall be managed by the Webmaster.
23. The Chair shall call for and arrange the meeting place, time, and agenda for all Advisory Council meetings.
24. Advisory Council Members may call in via phone or video chat only when absolutely necessary.
25. Normal business motions and resolutions shall require a simple majority vote of the quorum (51%). (A quorum shall consist of half the current members plus one (1)).
26. Conference site selection and officer elections shall utilize the “Third Legacy” procedure vote.
27. The Advisory Council shall have sole authority in choosing the conference sites.
28. In the event no *acceptable* bid is presented for consideration, an emergency meeting of the Advisory Council shall be called without delay. All previous and present Advisory Council members shall be invited to attend in order to: find a suitable site for the conference, determine if the Conference should be suspended, and/or determine the subsequent fate of the Advisory Council, the conference, and any continued function.
29. The Operating Committee shall submit for approval distributions of funds for the coming year. It should allocate funds so as not to cause unnecessary delay and confusion. The Advisory Council shall endeavor to maintain a \$5,000 prudent reserve for Conference support, if necessary. The Conference and reserve funds are arbitrary figures based on current economic conditions and can be altered by a simple majority vote of the Advisory Council. The Conference

30. Advisory Council shall provide the new Host Committee with \$500 seed money which is to be returned to the Advisory Council once the current Host Committee's conference has concluded.

31. The Advisory Outreach Chair shall annually issue to all major area Central Offices, young peoples' groups, those who request it, and whomever he/she deems necessary, an invitation to bid for the conference. The invitation should include the bidding requirements and a current conference flyer, if available.

32. The Advisory Council must approve the following: hotel contract, conference flyer, conference t-shirts, and conference program. The conference program must be presented to the Advisory Council at the latest one (1) month prior to the conference for approval.

33. All Advisory Council members, Host Committee members, or and any other Advisory Council group members and designees are under full obligation to pay their own expenses and cannot expect the Advisory Council or conference to assume any financial obligations. However, any materials and/or financial assistance given by the Advisory Council shall be returned to the Advisory Council if available from conference monies, after expenses.

34. The Host Committee has ninety (90) days after the conference dates to forward all financial statements and the \$500 seed-money to the Advisory Council Treasurer. It shall be the responsibility of the newly elected Advisory Council members of the conference Host Committee to make sure the financial statements and \$500 seed-money are forwarded to the Advisory Council Treasurer within a ninety (90) day period. The Host Committee may elect to donate any funds in excess of the \$500 seed-money from the conference back to the Advisory Council, or to AA entities (such as GSSA, or AA World Service).

35. Any Conference Bid Committees should be freely offered copies of all prior Conference materials together with whatever individual or collective information the Advisory Council and its members' possess. The Advisory Council stands ready to assist when requested or when the Host Conference Committee appears to be having difficulty. In such case, the priority of the Advisory Council will be to reestablish the autonomy of the Host Conference Committee as soon as possible.

36. The Operating Committee shall consist of the following positions: Chair Co-Chair Secretary Treasurer The Operating Committee shall not take actions individually or collectively on behalf of the Advisory Council or GCYPAA without the consent of the entire Advisory Council quorum. The Advisory Council may decide at any time to create other positions or subcommittees which shall serve at the behest of the entire Advisory Council.

37. Eligibility – The Operating Committee members must have served on the Advisory Council for one (1) year prior to their election to the Operating Committee, unless no eligible advisory members are willing and able. In the case that there are no willing Advisory Council members to be elected into an Operating Committee position, then a first year Advisory Council member may be elected. However, no first year Advisory Council members may be elected as Chair or Treasurer of the Advisory Council, unless agreed upon by a two-thirds (2/3) majority vote.

38. Advisory shall have a Social Media Chair to monitor any and all social media to ensure adherence to AA's Traditions.

39. The responsibility of upholding current bylaws, updating existing bylaws, and maintaining bylaw documents shall be the responsibility of the Co-Chair.

40. The Advisory Outreach Chair is the main point of contact for the Bid Committee. The Advisory Outreach Chair is responsible for communicating with the Bid Committee and ensuring they have read and understand the current bylaws.

41. The responsibility of coordinating, checking in, and advising the Host Committee shall be the responsibility of the Advisory Council Chair. The Chair shall direct the Host Committee to the appropriate Advisory Council Member if it is a matter he or she cannot directly advise on.

42. Advisory Council group inventory must be conducted every 2 years, and be moderated by a previous Advisory Council member, another YPAA conference Advisory Council member, or a trusted servant with an understanding of AA's service structure.

43. The moderator of the Advisory Council's group inventory must be chosen by a Third Legacy vote by the Advisory Council.

44. A document explaining Robert's Rules of Order should be distributed or be made available by the Chair at every conference advisory meeting in order to keep new and current Advisory Council members up to speed with the process of conducting business meetings.

45. The Unity Chair position is responsible for throwing unity-centered events for the members of the Advisory Council. The purpose of these events is to preserve the unity of the group, without having to presently concern the members with current council business. These events should be completely separate from Advisory Council business meetings. The Unity Chair is also responsible for holding a list of sobriety dates for the Advisory Council members, and to make announcements when anniversaries are being celebrated.

46. The Co-Chair of the Advisory Council must have the bylaws available at every business meeting in order to reference if needed.