

BY-LAWS

OF

NECYPAA ADVISORY, INC.

**THE NEW ENGLAND CONFERENCE OF
YOUNG PEOPLE
IN ALCOHOLICS ANONYMOUS**

**REVISED AND ADOPTED BY ITS MEMBERS, THE ADVISORY COUNCIL,
ON DECEMBER 29TH 2012**

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NECYPAA BY-LAWS

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1.0 PURPOSE

The New England Conference of Young People in Alcoholics Anonymous (NECYPAA) was first established by an Advisory Council that was formed in 1989 for the expressed purpose of establishing and maintaining an annual Conference for young people in recovery in Alcoholics Anonymous (AA).

The number of young people suffering from alcoholism who turn to AA for help is growing, and NECYPAA helps to carry AA's message throughout New England. This Conference provides an opportunity for young AA members from all over New England and beyond to come together and share their experience, strength, and hope as members of Alcoholics Anonymous. AA members who attend a NECYPAA conference return home better prepared to receive and welcome young people into their local AA community.

While this Conference is geared primarily toward young people, persons of all ages in Alcoholics Anonymous are welcome. It should also be noted that NECYPAA is open to the general public. It is strongly suggested, however, that non-alcoholics who attend respect the anonymity of all AA members who are in attendance.

2.0 STRUCTURE

2.1 Organizational Structure

It is suggested that all members of NECYPAA Inc. conduct themselves within the 12 Steps, 12 Traditions, and 12 Concepts of Alcoholics Anonymous. It is NECYPAA Inc.'s policy to practice general transparency in regard to its mission, activities, finances, and governance. The work of NECYPAA Inc. shall be carried out primarily by and through an elected Host Committee and Advisory Council. The Advisory Council, headed by the Operating Committee, is the custodian of the conference and of NECYPAA Inc. It is both the legal guardian and spiritual servant of NECYPAA Inc.

2.2 Advisory Council

Its purposes are, but not limited to:

- Practice the AA 12 Steps, 12 Traditions and 12 Concepts of World Service;
- Carry the message of AA throughout New England via the annual conference;
- Custodial oversight of NECYPAA Inc. and veto power over the Host Committee;
- Practice the principle of self-support, declining outside contributions via the 7th Tradition of AA, which states: "Every AA group ought to be fully self-supporting, declining outside contributions" (*Alcoholics Anonymous* 562);
- Make available, to any AA member who requests it, information regarding NECYPAA Inc. and young people in AA;
- Make regular contact with the General Service Office and the seven (7) Area Service Committees of New England. NECYPAA advisory will send out a yearly newsletter post conference to the 7 Area chairs and delegates and make themselves available for participation at Area events in the 7 Areas, along with NERAASA.
- Provide guidance to committees from different New England states who are bidding for the conference;
- Select future conference sites based on the Bid Committee presentations that are conducted at each year's conference;
- Provide guidance to the current Host Committee;
- Protect the corporation, its assets, and manage the corporation using best practices of non-profit organizations;
- Uphold its fiduciary responsibility;
- Practice transparency in its affairs;
- Maintain the archives.

- NECYPAA Advisory will host a group inventory at minimum every 2 years in order to assess if its primary purpose is being met

2.3 Advisory Membership

2.3.1 General Advisory

Each host conference committee shall elect, through the third legacy procedure as outlined in the current Alcoholics Anonymous service manual, immediately following the closing of the NECYPAA conference, a minimum of four (4) people all of whom must be over the age of eighteen, to serve as voting members on the advisory council for a period of five (5) years. Full NECYPAA Inc, membership is defined as a minimum of sixteen (16) voting advisory members. Those elected as general advisory members have full voting responsibility. There is no sobriety requirement for advisory members. All advisory members are subject to a one term limit, including the archivist, in the spirit of rotation.

2.3.2 Alternate Advisory

Each Host Conference Committee shall also elect, through the Third Legacy Procedure as outlined in the current Alcoholics Anonymous Service Manual, immediately following the closing of the NECYPAA Conference, four (4) Alternate Advisory members over the age of eighteen. Those elected as alternates are non-voting members.

An alternate who stands for a position and is voted in acts as a full voting member for the position's term.

2.3.3 Vacancies

A vacant Advisory seat should be filled by an "active" Advisory alternate, which is defined as an alternate who attends regular NECYPAA Inc. Advisory meetings and is engaged in issues and discussion that arise at Advisory meetings. Whether or not an alternate is "active" is up to the discretion of the current Advisory Council. If there is more than one active alternate willing to fill the vacant seat, the position shall be filled through Third Legacy Procedure. The newly elected member shall fill the term of the vacated Advisory seat. If this term is shorter than the alternate's remaining term of service, the newly elected member will rotate back to alternate status at the conclusion of the term of the vacated Advisory seat. If the term of the vacated Advisory seat is longer than the newly elected member's term, the alternate has the option, with the consent of the Advisory Council, of serving as a full member until the vacated seat's term is over, thus serving for more than five (5) years. If the member elected to fill the vacated seat wishes to rotate off Advisory at the end of their term, a new Third Legacy Procedure vote shall take place to fill the remainder of the term originally vacated by the previous Advisory member. If Advisory is unable to fill the seat with an alternate, then a person rotating-off at the end of their five (5) year service may be requested to serve until Advisory again reaches full membership.

2.3.4 Resignations

Advisory members should be considered to have voluntarily resigned under any of the following conditions:

1. Failure to attend two consecutive conferences;
2. Of the four (4) quarterly meetings, one (1) absence per year allowed except in the case of extreme emergencies. More than one (1) absence will be considered an automatic resignation, at the Chair's discretion; or
3. Relapse.

2.4 Operating Committee Board of Directors

Advisory should elect from its membership, through Third Legacy Procedure, an Operation Committee Board of Directors consisting of Chairperson, Co-chairperson, Secretary, Treasurer, and Hotel Chair. Chairperson and Treasurer positions carry a commitment of two (2) consecutive years and have a two (2) year sobriety requirement.

Remaining board member positions carry a one (1) year commitment and have a two (2) year sobriety requirement.

The Board of Directors has the delegated authority to amend the Articles of Incorporation and otherwise to take any action reserved to the Board of Directors by the Articles of Incorporation, these By-Laws, or applicable federal law, as it deems necessary. However, it should be noted that the ultimate authority resides with the Advisory Council as a whole.

The Operating Committee Board of Directors' general responsibilities are as follows:

2.4.1 Chairperson

- Set quarterly meeting dates for the entire year by January 31st of that year;
- Arrange for and announce the agenda for all Advisory meetings;
- Open Advisory meetings and maintain order throughout the duration of the meetings;
- Recognize members entitled to the floor;
- State and put to vote all motions properly made and seconded;
- Announce the results of all votes;
- Affix signature to all Advisory actions;
- Responsible for investigating incidents as outlined in the non-discrimination and anti-harassment policy;
- Responsible for overseeing the transition between bid and host committees (sec. 5.5); and
- Be one of two (2) signatories on all bank accounts.
- Serve as the primary authorized signatory for the execution of the hotel contract.

2.4.2 Co-chairperson

- Accept the full duties of the Chairperson in their absence;
- Carry out the various duties assigned by the Council;
- Responsible for investigating incidents as outlined in the non-discrimination and anti-harassment policy;
- Responsible for overseeing the transition between bid and host committees (sec. 5.5);
- Act as liaison between Advisory and General Services as needed;
- Set up an Advisory attendance schedule for all Host Committee meetings;
- Ensures host reads, from the podium, the 1 page NECYPAA safety document; and
- Ensures there is a plan to require conference attendees to read and sign the non-discrimination and anti-harassment policy prior to entry.

2.4.3 Treasurer

- Keep accurate financial records of all Advisory transactions;
- Give financial reports at Advisory meetings and present annual financial report at the conference;
- Responsible for making recommendations to the Advisory Council for individual committee budgets;
- Have in their possession at all Advisory meetings all bank statements, deposit slips, and checkbooks in order to make deposits and disbursements, as necessary;
- Responsible for filing necessary documentation to maintain 501c3 tax status and filing the annual tax return required for all 501c3 Non-Profit Organizations (IRS Form 990 or 990EZ);
- Maintain all accounts subject to inspection at any time;
- Be one of two (2) signatories on all bank accounts;
- Make annual contributions, subject to group conscience, to the seven (7) New England Areas and the General Service Office;
- Work closely with the Host Treasurer to develop a conference budget. It is suggested that the budget includes Cost per attendee; and
- Responsible for investigating incidents as outlined in the non-discrimination and anti-harassment policy

2.4.4 Secretary

- Act as custodian of all operational materials;

- Keep minutes of all meetings;
- Answer all correspondence promptly;
- Responsible for investigating incidents as outlined in the non-discrimination and anti-harassment policy;
- Furnish minutes to all Advisory members on a timely basis; and
- Furnish copies of all correspondence to all Advisory members on matters affecting Advisory or the conference.

2.4.5 Hotel Chair

- Point of contact for both host and bid committees to assist in developing and executing a hotel contract wherever needed. Any host or bid; questions, problems, concerns, and decisions to be brought to advisory chair. Will be a point of contact from host/bid committees to advisory directly.
- Create a Hotel Committee: Chair to appoint 4 additional members to sit on and be involved with the hotel logistics, finances & contract throughout the year. It is suggested that Advisory Chair & Advisory Treasurer be appointed to the committee.
- Responsible for investigating incidents as outlined in the non-discrimination and anti-harassment policy

2.5 Additional Operating Committee Members

Advisory should also elect from its membership, through Third Legacy Procedure, additional Operating Committee members consisting of, but not limited to, Outreach Chair, Event Planner, and Website Coordinator. All positions carry a commitment of one (1) year. The Operating Committee has no power beyond its stated responsibilities.

The Operating Committee General Responsibilities are as follows:

2.5.1 Alternate Treasurer

- Assists the Treasurer in all financial functions and is prepared to assume all responsibilities of Treasurer when the Treasurer is absent

2.5.2 Bid Liaison

- Meets with Bid committees on a bi-monthly basis to gather information regarding where the bid committees are throughout the year.
- Acts as a liaison between bid committees and Advisory (ie. delegate questions from members of bids to the appropriate members of the Advisory Council, answer questions about bid requirements, share NECYPAA resources with bids).

Commented [1]: This Whole Position needs to be revamped.

Commented [2]: Maintains & Updates Request for Proposal (RFP) Template for use by NECYPAA Bid Committees

Commented [3]: Immediately after the host committee is elected & briefed serves as the primary point of contact for negotiating final hotel contracts for final decision by the Advisory Chair.

Commented [4]: Recommend Adding: In consultation with the Hotel Committee Performs a review of other potential sites in the Area that may be viable alternatives to what was included in awarded bid package. Will send RFPs to these potential sites.

Commented [5]: Remove Executing.

Commented [6]: In Consultation with Hotel Committee Reviews Floor Plans & Room Capacity Charts to Determine Optimal Meeting Space arrangements to be included in the final contract.

Commented [7]: Recommend adding Schedule's Site Visits during hotel contract finalization.

Commented [8]: Recommend Adding two members of host committee elect to serve on hotel committee through contract finalization.

Commented [9]: Advisory Chair is the Signer of the contract, so they need to be on the committee lol.

Commented [10]: I think it is confusing that these are referred to as "Additional Operating Committee Members". I feel like this is not correct terminology & it would be more appropriate to refer to them as "Additional Elected Positions."

- Reports back to the entire Advisory Council at quarterly meetings with bid progress, feedback for advisory from bids and give suggestions on how we can better support bids and any plans/request for help regarding outreach to new areas.
- Forms a standing subcommittee which meets on a bi-monthly basis to coordinate bid book reviews, develop resources to better aid new and existing bid committees, make action outreach plans for how to drum up more bid committees.

2.5.3 Event Planner

- Plan an annual event with the purpose of fostering the relationship between Advisory and the current Host Committee;
- Plan internal affairs event at the beginning of the year or at the Event Planner's discretion; and
- Responsible for creating and submitting a projected budget for each conference year.

2.5.4 Website Coordinator

- Responsible for creating and submitting a projected budget for each conference year;
- Develop both a website which meets the needs of the NECYPAA Inc. Advisory Council and website guidelines which govern its operations and functions, as approved by the NECYPAA Inc. Advisory;
- Retain a digital backup(s) of the site files and provide on-going Website operations monitoring, maintenance, and oversight, including the removal/replacement of outdated/updated information as necessary;
- Consult with the other NECYPAA Inc. Advisory members on matters concerning the website;
- Regularly report to NECYPAA Advisory at its business meetings, and will be the point of contact for technical/site issues with the web hosting provider;
- Ensure that a "best-cost" web-hosting provider is used for the site and that the web host will provide content backup and disaster recovery;
- May seek outside/professional assistance when needed after conferring with the other NECYPAA Inc. Advisory members; and
- Ensure that the content of the website remains within the thirty-six (36) principles of Alcoholics Anonymous, taking into special consideration the role of anonymity on the Internet.

2.5.5 Archivist

- Act as the proprietor of conference materials (documents, memorabilia, banners, traveling showcases, etc.) in order to maintain an accurate record of conference history;
- Act as the liaison between the G.S.O. Archivist and the Advisory Council pertaining to all NECYPAA Inc. archive issues;
- Follow, to the best of their ability, the Archives Guidelines set forth by G.S.O.;
- Act as liaison between Advisory and the Conference Host Committee pertaining to all

matters concerning archives;

- Display the Advisory Council Minutes;
- Be responsible, or make suitable arrangements, for displaying archives, including all “Anonymity in the Digital Ages” posters, at the annual conference;
- Responsible for creating and submitting a projected budget for each conference year;
- Develops and Adopts a tracking and data collection system which includes: Registration numbers by month, hotel night bookings by month, financial picture by month; and
- Develop shared history resource - Each Advisory member has the ability to submit a written shared experience letter following the completion of their full term of service which will be maintained by Advisory Archivist and may serve as key lessons learned to share with future advisory councils. Example:
<https://forms.gle/1T3mU86G7R9kY3LW8>

2.5.6 Bylaws Chair

- Will acquire a working knowledge of committee bylaws and inform the body of proper procedure during business meetings and proceedings;
- Advise committee members on Robert’s Rules of Order and parliamentary procedure, and their practical use;
- Chairs the bylaws subcommittee which they may convene between quarterly meetings for discussion, review and proposing amendments to the bylaws;
- May make editorial changes to the Bylaws for clarification. Any changes to procedure or the responsibility of a position requires a group conscience to go into effect; and
- Ensures Bylaw edit access is restricted to Bylaws Chair, Secretary & Advisory Chair, but other committee members may comment and view bylaws.

2.5.7 Prayer Chair

- Opens and closes all NECYPAA Advisory meetings with a prayer
- Brings meeting back to order with a prayer when needed

3.0 ADVISORY MEETINGS

The Chairperson should call for and arrange a meeting place and agenda for all Advisory meetings. A quorum shall consist of two-thirds (2/3) of voting members. If quorum is not reached, Alternate Advisory members shall be asked to stand in as voting members in order to establish quorum and conduct votes during that meeting only. Motions and resolutions shall require a simple majority of voting members. All General Advisory members, except the Chairperson, shall have one (1) vote and will vote on all matters. The Chairperson will only have a vote in order to break a tie on a motion or resolution.

Advisory will hold four (4) business meetings per year, including the annual Advisory meeting held at the conference and the annual event. At each conference, every effort should be made to establish the dates and locations of all Advisory meetings for the forthcoming

year.

3.1 Conference Selection

Selection of a new Host Committee and conference site should take place during the Advisory meeting at the annual conference. The Advisory Council and its members shall have the sole authority in choosing, by Third Legacy Procedure, the conference site based on the bids presented. There are no established terms under which a bid is selected; however, Advisory members should consider adherence to Bid Requirements (sec. 5.0.2), expressed need, and spirit of rotation.

Once a winning bid is established, every effort should be made to work with the bidding committees not selected in order to support and encourage reestablishment of their committee and resubmission for the following year.

In the event that no bids are presented at the conference, Advisory should discuss options including, but not limited to, postponing the bid session for thirty (30) days from the conference and inviting all interested bidding committees to attend. If, at this point, with every option exhausted, no qualified bids are presented, Advisory shall take responsibility for forming and maintaining a committee of its own members to host the conference. Above all else, it is the primary responsibility of the Advisory Council to ensure the health and sustainability of the conference.

4.0 FIDUCIARY RESPONSIBILITY

4.1 Tax Exemption 501c3 Status

NECYPAA Inc. is a fully recognized 501c3 Non-Profit Organization. The work of the corporation shall be carried out by and through the Host Committee, the Advisory Council, and its Board of Directors. It is suggested that all members of NECYPAA Inc. conduct themselves within the 12 Steps, 12 Traditions, and 12 Concepts of Alcoholics Anonymous.

4.1.1 Annual filing submission and responsibilities

The treasurer is responsible for filing the annual tax return required for all 501c3 Non-Profit Organizations. This form is titled: IRS Form 990 or 990EZ.

During the Transition of a bid to host committee the NECYPAA Advisory Treasurer will review state law to confirm what is required to establish agency and secure non-profit status for the next conference. The Treasurer will complete and submit necessary forms or complete online registration as applicable if non-profit/tax exempt status is not up to date in the state. The Treasurer will file all records from obtaining tax exemption status in NECYPAA Advisory's document repository to ensure that state non-profit/tax exempt status can be verified

4.2 Articles of Incorporation

See Appendix 1 for official organizing document.

4.3 Insurance Policy

NECYPAA Inc. Advisory Council should always try to obtain the most comprehensive and reasonably priced insurance policy possible for all of the activities that are conducted throughout the calendar year leading up to, and including, the annual conference. The type and cost of insurance shall be determined by a full quorum group conscience, and shall be in accordance with 501c3 guidelines.

4.4 Advisory Budget

The group conscience of the NECYPAA Inc. Advisory Council has determined that there should always be a prudent reserve of \$16,000.00. This amount is established based on the estimated costs of sufficiently organizing and conducting the annual conference. The purpose of the prudent reserve is to maintain funds necessary for payment of conference fees and other unforeseen expenses. As of January 2024, the prudent reserve was increased from \$7,500 to \$16,000 at a suggested rate of \$2,500 per hosted conference at the discretion of the advisory treasurer and chair when funds are available.

The advisory council shall disperse seed money in the amount of \$750.00 to the newly established host committee. At the end of each conference year, it is the Host Committee's responsibility to return said seed money along with all funds, after expenses, received from the Conference.

A two-thirds ($\frac{2}{3}$) majority is required for approving all annual budgets and expenditures.

4.5 Reimbursement Guidelines

4.5.1 Travel Stipend/Mileage

Each member/alternate of Advisory is allotted .14 cents per mile traveled per car traveled plus tolls per year for travel/mileage reimbursement. Any member doing service work for NECYPAA Inc. Advisory should be reimbursed from the area in which they served on in New England, unless your current residence is closer to the destination. To obtain this stipend, each eligible member is responsible for submitting a request to the treasurer no later than the last day of each year's conference. Failure to submit a request by that time will be considered a forfeiture of the allotted travel stipend for that year.

4.5.2 Ancillary Expenses

Ancillary expenses, such as printing and copy fees, will be reimbursed only if there are adequate funds available in the Advisory budget. This type of reimbursement is not guaranteed; however, Advisory will make every attempt to reimburse ancillary expenses when and if possible.

4.6 Close Out Meeting Disbursements

At the end of each conference year, the Advisory Council, through the direction of its Treasurer, shall work with the current Host Committee to resolve any and all financial interests and secure the balance of funds, after expenses, on behalf of Advisory.

4.7 Contributions to the Eight (8) Identified AA Entities

At the end of each conference year, all profits beyond operating expenses and the prudent reserve shall be divided eight (8) ways and distributed equally among the seven (7) New England AA Area Service Committees and The General Service Office of Alcoholics Anonymous.

5.0 DEFINITIONS

5.1 NECYPAA Inc. Bid Committee

A **NECYPAA Inc. Bid Committee** is defined as a group of three (3) or more A.A. members below the age of thirty-five (35) gathered in their own declared interest and discretion to show intent through satisfying the **NECYPAA Inc. Bid Requirements** to host NECYPAA Inc. in one of seven (7) A.A. established Areas. Members of the Bid Committee should be able to show proof of residence in one (1) of the eligible areas represented in the following list:

- Area 11, Connecticut
- Area 28, Maine
- Area 30, Eastern Massachusetts
- Area 31, Western Massachusetts
- Area 43, New Hampshire
- Area 61, Rhode Island
- Area 70, Vermont

5.2 NECYPAA Inc. Conference Bid Requirements

The **NECYPAA Inc. Conference Bid Requirements** are a list of guidelines, established by the Advisory Council, to help direct interested parties in the bidding process, and make clear the articles necessary for committee organization and site contract coordination at the time of the bid session.

In order to be considered an eligible recipient of the NECYPAA Inc. Conference, it is strongly suggested that interested bidders:

1. Provide evidence that the planning and organization of the bid is well grounded in the thirty-six (36) Principles of Alcoholics Anonymous (12 Steps, 12 Traditions, and 12 Concepts).
2. Establish a loose bid committee structure, consisting of a Chairperson, Secretary, and Site Coordinator. The secretary should keep meeting minutes to include in your digital bid package submission (and one printed bid book at conference).
3. Include a committee roster with the names, responsibilities, sobriety dates and brief service resumes of all committee members.
4. Submit a concise statement demonstrating the need for the NECYPAA Inc. conference in your area, along with a statement of support from your local AA District and Service Area.
5. Establish a site for future NECYPAA Inc. Host Committee meetings.

6. Develop a system for collecting on-site registrations if awarded the conference. Systems for accepting on-site registrations must include the NECYPAA NDAH policy. Please reach out to the Advisory Co-Chair with any questions on how to include this.
7. Submit unsigned contracts or proposals from a minimum of two facilities (hotels, dorms, etc.) adequately sized to host NECYPAA per Advisory Council RFP within one (1) of the seven (7) eligible New England Areas.
 - o Submissions must clearly indicate proposed dates, room night commitment, lodging rates, total room inventory of the facility, food and beverage commitment, and any other relevant facility information, including taxes and fees.
 - o We strongly recommend that NECYPAA is as close to New Years Eve as possible.
 - o A list of all potentially conflicting AA events 30 days pre and post conference is required.
8. Submit a minimum of one audio-visual quote for each proposed facility.
 - o Quotes should include all equipment, service, and labor costs to be incurred over the course of the conference and be facility-specific.
 - o Please make sure to include any applicable outsourcing fees charged by the facility.
9. Submit a quote for event insurance and agree to purchase event insurance if awarded the bid.
10. Produce a sample budget for the conference(s) they are proposing using the NECYPAA budget template to demonstrate financial viability. Each hotel and A/V contract should be populated into its own separate budget.
11. Submit a written statement of understanding that the Host Committee shall turn over all funds after conference expenses to the Advisory Council within thirty (30) days after the last day of the conference.
12. Submit treasury reports documenting the financial activities of the bid.
13. On-site registrations must include the NECYPAA NDAH policy. Please reach out to the Advisory Co-Chair for guidance.

*A comprehensive digital "bid book," outlining how the bid committee fulfills the required criteria, must be submitted to advisorychair@necypaa.org no later than **December 20th at 6:00 PM EST**. One printed copy of the "bid book" should be brought to the NECYPAA conference weekend. Committees are permitted one early submission, which can be submitted as late as the Sunday before Thanksgiving. Advisory will provide feedback based on the early submission within 2 weeks of receipt. Please note that only one early submission is allowed per committee.*

5.3 NECYPAA Inc. Host Committee

A **NECYPAA Inc. Host Committee** is defined as a group of A.A. members who, having been awarded the bid for an eligible New England Area through Advisory selection at the annual conference, establish a committee structure responsible for the hotel planning, programming, preparation, and outreach of the annual conference for the forthcoming year.

5.4 NECYPAA Inc. Host Committee Elect

A **NECYPAA Host Committee Elect** is defined as a group of A.A. members, having participated in a Bid Committee and having been awarded the bid to host the conference for the forthcoming year, agree to indefinitely suspend all Bid Committee activity. The Host Committee Elect members serve as a transition from a NECYPAA awarded Bid Committee to a newly established Host Committee. Their sole responsibility is to establish a date, time, and location, within forty-five (45) calendar days of the Bid Committee's acknowledgement, to hold **host committee elections** (administered by NECYPAA Advisory) and to outreach the event.

5.5 NECYPAA Token Bid Committee

A **NECYPAA Token Bid Committee** is defined as a group of AA members who should be able to show proof of residence in one of the eligible areas represented within the noted seven (7) A.A. established Areas. The token bid is additionally defined as a group of members who wish to express willingness for bringing NECYPAA to their area, but have not satisfied any NECYPAA Bid Requirements.

5.6 Orientation/Transition Meeting During the Conference Weekend

Following the Main Speaker Meeting on Saturday night of the conference weekend, the Advisory Chair report will include the announcement to award the bid for the forthcoming year. It is the responsibility of the Advisory Chair and Co-Chair to establish a time to meet with the Bid Committee before the close of the Conference weekend to inform them of the following:

- The Bid Committee's purpose has been satisfied, and at the close of the orientation meeting will assume, by both parties, to have been officially dissolved;
- That at least two (2) Bid Committee members voluntarily assume responsibility for the descriptions required to fulfill the role of NECYPAA Host Committee Elect, which include:
 - Establishing a date, time, and location within (45) forty-five days of the Orientation Meeting for NECYPAA Host Committee Elections;
 - To outreach and extend the opportunity to participate in NECYPAA throughout the newly awarded host Area.

Commented [11]: Recommend Adding that they are informed & participate in Advisory Site Selection Process.

5.7 Bid Committee & Host Committee Elect Finances

In the event that a Bid Committee, which has been awarded the conference, has organized functions or events throughout the Bid year to promote awareness of the Bid Committee's intent to hold the conference, and the financial yield of the events show a positive balance, the Host Committee Elect has two options:

- Contribute the excess funds, however the committee sees adequate, to participate in AA's

Seventh Tradition; or

- The Host Committee Elect may choose to contribute their remaining balance to the newly awarded Host Committee. It is assumed by both parties, NECYPAA Advisory and the Host Committee Elect, that this course of action relates to the prior agreement made in Bid Requirement 12, which states, “The new host area must agree that all proceeds after expenses are to be turned over to the NECYPAA advisory council for their disposition.”

It is strongly encouraged that the Bid Committee Treasurer participates as a member of the Host Committee Elect, as they hold the most accurate statements regarding the Bid Committee’s ledger and funds. If the former Bid Committee elects to contribute their remaining balance to the newly awarded Host Committee, Host Committee Elect members are held as trusted servants and may draw neutral compensation from the remaining funds for their outreach efforts prior to NECYPAA host elections.

5.8 Host Committee Elections

Host Committee Elections occur on a date established by the NECYPAA Host Committee Elect within the specified timeframe mentioned in the “Definitions” section (5.0). NECYPAA Advisory administers the voting process through Third Legacy Procedure as outlined in the A.A. Service Manual.

All in attendance at the Host Committee Elections, except for NECYPAA Advisory members and Alternates, are considered eligible voters and thus included in the body to establish a total number of voters for Third Legacy Voting Procedure. (Please refer to the AA Service Manual and 12 Concepts for World Service for instructions on conducting a Third Legacy Vote).

For the purpose of satisfying NECYPAA Advisory’s requirement for a loose committee structure, the following Officer Positions and Position Descriptions will be elected as a result of the Host Committee Elections section:

5.8.1 Chairperson

- Sets the agenda for the NECYPAA Host Committee Meetings;
- Makes arrangements for meetings (i.e. dates, times, location);
- Does follow-up with sub-committees, when needed;
- Is familiar with *Robert’s Rules of Order* or the procedure for conducting a business meeting;
- Is familiar with the AA Traditions and Concepts;
- Gives messages to the Voice of the Conference;
- Gets no vote, except to break a tie.

5.8.2 Alternate Chairperson

- Assumes the chairperson's duties in the chairperson's absence;
- Does follow-up with sub-committees, when needed;
- Is familiar with the AA Traditions and Concepts;
- Ensures that the work for any vacant sub-committee position is completed by the conference weekend (may seek assistance from the chairperson and/or other committee members).

5.8.3 Treasurer

- Opens a checking account with three signatures (i.e. Treasurer, Chairperson, Co-chairperson);
- Is responsible for all deposits;
- Pays all bills, keeps receipts;
- Balances the checkbook;
- Reports account balance to the NECYPAA Host Committee at each meeting;
- Secures all funds at each function;
- Reviews the final hotel bill (with officers) at the end of the conference weekend;
- Maintains accurate and legible records.

5.8.4 Secretary

- Records and types all business meeting minutes, as well as any steering or subcommittee meeting minutes, and emails all documents to Advisory.
- Keeps attendance records for each NECYPAA Host Committee meeting;
- Keeps a list of information on all committee members (i.e. name, address, phone number, email address, sobriety date);
- Sends out meeting notices, announcements, and miscellaneous correspondence, when necessary;
- Arranges for a substitute to fulfill all mention duties, in the event that they are unable to attend a business, steering or subcommittee meeting.

5.8.5 Hotel Chair

- Signs the hotel contract after its approval by the NECYPAA Host Committee and the Advisory Council;
- Handles all communication with the hotel;

- Is the NECYPAA Host Committee's link to the hotel;
- Sets up meetings with the hotel, as necessary

5.8.6 Conclusion of Host Committee Elections

After conducting the elections for these five (5) positions, NECYPAA Advisory concludes their portion of the meeting, conceding the responsibility of delegating the remaining tasks and responsibilities of the newly formed NECYPAA Host Committee to the participating body, as they see fit.

For more information about other committee positions, responsibilities, and management, refer to *AA Guidelines to Conferences, Conferences, and Roundups*.

5.8.7 Advisory Attendance at Host and Bid Committee Meetings

For the purposes of full support and contribution of their collective knowledge, members of Advisory should make every effort to attend any and all Host and Bid Committee Planning Meetings throughout the conference year. It is suggested that attendance be established on a rotating basis with due consideration to individual need, availability, and geographic location. Thus, Advisory members are encouraged to attend the committee meetings closest to the area their Conference was held. All Advisory members should make every effort to be present at the Host Committee Election Meeting and each Bid Committee Election meeting. The Advisory Council should arrange to have at least one (1) Advisory member present at each subsequent Host and Bid Committee Meeting with Advisory members servicing the committee closest to their geographic location. Upon attendance of a Host or Bid Committee meeting, Advisory members should submit a written report of what business was conducted at that meeting in an effort to keep all members of Advisory informed.

6.0 HOST COMMITTEE

6.1 Role of Advisory to the Host Committee

By our bidding and selection process, we, NECYPAA Advisory, endow the Host committee the right to act through their volition and demonstrate their autonomy in all matters except where their decisions would affect NECYPAA, any AA group, or AA as a whole. This is met by the Host Committee's equal responsibility to offer absolute transparency of their meeting minutes and financial records to justify all decisions made. Below are some common examples:

NECYPAA Advisory, outside our Advisory requirements for meeting space, time, and direct involvement during the NECYPAA Conference weekend, does not have the final decision regarding the conference's program, including, but not limited to:

- Type of events held throughout the weekend
- Meeting topics
- Keynote speaker selection
- Frequency of meetings/Quantity of programmed events
- Time held or length of (non-Advisory related) events held throughout the conference

NECYPAA Advisory does not hold the final decision with regard to event planning by the Host Committee for events held to raise awareness for the conference throughout the Host Committee's planning year. This includes, but is not limited to:

- Type of event
- Location of event
- Suggested monetary contribution amount
- Time and/or date of event

NECYPAA Advisory does not have the ability to enter new business or to create motions for and during Host Committee meetings throughout the Host Committee planning year.

NECYPAA Advisory does mandate that:

1. Host includes the phrase "We ask that everyone please refrain from making any divisive comments that may make people feel separate from AA" be read at main meetings during NECYPAA conferences.
2. Host reads, from the podium, the 1 page NECYPAA safety document
3. Host has a plan to require conference attendees to read and sign the non-discrimination and anti-harassment policy prior to entry.

6.2 NECYPAA Host Committee Financial Autonomy

It is the intent of the NECYPAA Advisory to maintain the spirit of trusted service by allowing the NECYPAA Host Committee the privilege of maintaining their own ledger, and allocating their funds as they see appropriate, provided two requirements are agreed upon and met by both parties:

- The Host Committee agrees to allow total transparency in their financial records, including bank statements, meeting minutes, and any accounting pertaining to the revenue and expense actions the committee experiences. These must be furnished within two weeks of receipt of the request by NECYPAA Advisory
- The Host Committee agrees that any and all transactions that incur debt, and are not outright paid for either in advance or at the time of transaction, are to be submitted to NECYPAA Advisory and are required to obtain two confirmations of approval, either by signature or electronic mail documented response, from the current NECYPAA Advisory Chair and from the NECYPAA Advisory Treasurer.
- The Host Committee agrees that prior to signing any contract over \$1000, they must submit a formal conference budget to NECYPAA Advisory and receive formal written approval from the current NECYPAA Advisory Chair and from the NECYPAA Advisory Treasurer.

6.3 Cause for Intervention under Extreme Circumstance

In the event that the actions or potential actions of the NECYPAA Host Committee, legal or financial, gravely affect NECYPAA Advisory, the community in which the conference is held, or acts intentionally in breach of the signed Hotel Agreement, NECYPAA Advisory reserves the authority to terminate the NECYPAA Host Committee and absolve them of the obligation to hold an annual Conference. Under these circumstances, NECYPAA Advisory will assume responsibility for the Hotel Agreements Attrition Clause, if applicable.

7.0 BY-LAW CHANGES:

A $\frac{2}{3}$ majority of voting Advisory membership is required to change the By-Laws. Proposed By-Law changes must be submitted to the entire committee at least two weeks before a vote can be held to change the By-Laws. The vote to change the By-Laws does not have to be held at an Advisory meeting; it is up to the discretion of the Chair on how to conduct the vote.

7.1 [Appendix I: History of Changes to By-Laws](#)

Upon receiving approval from the general Advisory membership to make specified changes as per Section 7.0, a detailed list of all changes made must be kept under this section, including the date changes were made, the sections that were changed, and the exact changes made.

Appendix 1 Changes to the By-Laws can be viewed here [Appendix 1: NECYPAA Advisory](#)

Commented [12]: Replace with " At each conference, the Advisory Council selects from among the bid committees to determine the Host Committee that will host the next NECYPAA. Before returning home, the awarded Host Committee meets with members of the Advisory Council and is offered any useful conference material together with whatever individual or collective information and experience the Council members possess. The Host Committee has the chief initiative and the active responsibility in preparing for and hosting NECYPAA annual conference. In view of this very large responsibility, the Host Committee must therefore be given a correspondingly large grant of authority and leadership with which to discharge it. Except in matters affecting other Host Committees, NECYPAA, NECYPAA's Finances or AA as a whole, each Host Committee should be autonomous. Here the Advisory Council's attitude has to be that of custodial oversight. The Advisory Council reserves the final authority to approve or reject any Host Committee action; this is legally necessary and right in principle.

[Bylaw Changes](#)

