PROCEDURES:
The Council shall maintain a mailing address for all correspondence. The Co-chair shall furnish General Service with the current address and a list of the officers and their addresses.
The Council shall establish a letterhead for use by all Council Members for Council business.
No member of the Council shall incur expences in the Council name other than telephone or postage without first recieving 2/3rds majority approval of the Council.
The next conference site shall be announced at the banquet by an Advisory Council Member. This Member shall be selected by rotation and a simple vote. At this time an invitation shall be submitted for all to attend the next conference.
The Council shall be foremost aware of the welfare of A.A. as a whole.
The Twelve Traditions of A.A. will be strictly adhered to.
The Service Manual combined with the Twelve Concepts for World Service shall be available at all meetings and shall be used as a guideline.
The Council shall act as a body and no individual shall make independent of the majority opinion.
The bank accounts shall not be used for anything other than Council business.
Any Council Member proposing any change in the By-Laws or Conference Guidelines should send copies to all the Council Members for their evaluation at least two (2) weeks before the next meeting.
All documents and revisions existing and produced shall have the current date affixed as a part of those documents.
All materials of the Council shall be deemed property of the Council and shall be passed on to our seccessors.

COUNCIL MEETINGS:
The Chairperson shall call for and arrange the meeting place and agenda for all Council Meetings. A quorum shall consist of 2/3rds of the Council Meeting. Motions and resolutions shall require a simple majority vote of the quorum. Conference site approval shall require Thrid Legacy procedure vote by the quorum. All Council Members have one (1) vote and will vote on all matters. Absentia voting is not permitted. A vote of 2/3rds of the quorum is necessary to change By-Laws or rescind Operating Rules.
The Council shall have the sole authority in choosing the conference site. In the event no city presents a bid, an emergency meeting of the Council shall be called without delay. All past and present Council Members will be invited to attend in order to find a suitable site for the conference or determine if the conference should be suspended and the subsequent fate of the Council and its' function.
The Operating Committee shall submit for approval the destributation of funds for the coming year. The Council shall endeavor to maintain a prudent reserve for the conference support, if necessary. It should allocate to the chosen bidding committee $250.00 (up to $500.00 depending on need and the availability of finances) and disburse the remaining funds so as not to cause unnecessary delay or confusion. It is so designated that $1000.00 be maintained as a reserve. The conference and reserve funds are arbitary figures based on current economic conditions and can be altered be a simple majority vote.

THE CONFERENCE:

The Secretary shall issue to all major area central offices, young peoples' groups and others who request it, or as he or she deems the same, an invitation to bid for the conference site.

Council Members should encourage conference participation throughout the year to preserve young peoples' continuity everywhere. The Council will be the ultimate authority in choosing the conference site and will hear bids at the annual conference.

All Young Peoples' Conferences shall be designated as such and designated with a number so as to preserve its' automony and charcter. They shall not be held in conjuction or conflict with any other function, A.A. or otherwise.

The Conference Planning Committee should be offered all prior conference material together with whatever individual or collective information the Council Members posess.

All Conference Committees are under obligation to pay their own expences and cannot expect the Council to assume any financial obligations. However, all material and financial assistance given, along with the conference profit (after expences) shall be returned to the Council.

During and after the conference the Planning Committee Co-chairpersons shall meet with the necessary Advisory Council Members.

At the close of the conference all profits, above and beyond expences, shall be turned over to Advisory Council Treasurer for disbusment. At this point the Conference Planning Committee shall be termamated as a committee. The Conference Committee has sixty (60) days after the conference to forward a financial statement to the Advisory Council Treasurer. It shall be the responsibility of the newly elected Advisory Council Members from the host city to make sure this is done within sixty (60) days.,

The mailing address should be maintained until such time after the conference that all conference business has been completed. At that time a forwarding adress to N.E.C.Y.P.A.A. Advisory Council is in order.

These by-laws have been adapted from the I.C.Y.P.A.A. Advisory Council by-laws as reprinted in 1990.

THE BY-LAWS of N.E.C.Y.P.A.A.

PREAMBLE:
In 1989 the NEW ENGLAND CONFERENCE of YOUNG PEOPLE in ALCOHOLICS ANONYMOUS was founded for the purpose of furthering the principles of A.A. among young people. We do not propose to be a universal answer or governing board for young people but we believe it beneficial to share our experience with all who request our help. For it is through our sharing that we have learned to function within the A.A. traditions. Our area wide unity and much of our growth are directly traceable to this life giving activity.

PURPOSE:
The Advisory Council of N.E.C.Y.P.A.A. was formed for the express purpose of furthering the principles of Alcoholics Anonymous through its annual conference. The Council is the custodian of the conference experience. It shall offer to anyone who requests information reguarding young people, young peoples' groups and young peoples' conferences pretaining to recovery in the A.A. program. It shall make its knowledge and experience available to General Service on a regular basis for use in A.A.

STRUCTURE:
Each Conference Committee shall elect three (3) people to serve on the Advisory Council. Those being selected must have served on the Conference Committee continuosly for six (6) months prior to the actual conference on which they served. They must be sober at least two (2) years. Those selected shall serve as voting members on Council for their conference and through four (4) additional conferences. Should Council not have full membership, those being dropped may be requested to serve until Council again reaches full strength.
Vacant Council seats shall be filled by previously designated alternates. The alternate must be from the area of the conference represented.
Failure to attend two (2) consecutive Advisory Council meetings shall be considered as a voluntary resignation.
Drinking alcoholic beverages shall be considered as a resignation.

OPERATING COMMITTEE:
The Council shall elect from its membership an Operating Committee consisting of, but not limited to, a Chairperson, Co-Chairperson, Secretary and Treasure. They shall not take actions individually or collectively without the consent of the Council. Operating Committee Members must be Council Members. They must serve on the Council for one (1) year before being elected to the Committee. Upon election they shall serve two (2) years and may be re-elected to one (1) additional term. Council shall use the election guidelines found in the Service Mamual.
The Chief Archivist position may be filled by a past or present Council Member. This person must fit the following qualifications: at least one (1) year on Council before being elected; upon being elected shall serve for two (2) years, after which may be re-elected for another two (2) year term.

OPERATING COMMITTEE GUIDELINES:

CHAIRPERSON:
Shall arrange for and announce the agenda for all Council Meetings; Shall open Council Meetings and maintain meetings in a reasonable order; Shall recoginze Members entitled to the floor; Shall state and put to vote all motions properly made and seconded; Shall announce the result of all votes; Shall affix signature to all Council actions; Shall be one of three (3) signatures on all bank accounts.

CO-CHAIRPERSON:
Shall accept the full duties of the Chairperson in his or her absence; Shall carry out the various duties assigned bythe Committee; Shallact as liasion between the Council and General Service; Shall be one of three (3) signatures on all bank accounts.

TREASURER:
Shall keep accurate financial records of all Council transactions; Shall give financial reports at Council Meetings; Shall submit a financial statement; Shall have in his or her possession at Council Meetings all bank statements, deposit slips and checkbooks in order to be prepared to make deposits and disbursements; Shall maintain all accounts subject to inspection at any time; Shall be one of three (3) signatures on all bank accounts.

SECRETARY:
Shall act as custodian of all Council materials; Shall keep minutes of all Council Meetings; Shall furinsh information from the records to anyone who requests it; Shall answer all correspondence promptly; Shall furnish minutes of the Council Meetings to all Council Members; Shall furnish copies of all correspondence to all Council Members on matters affecting the Council or young people in A.A.

CHIEF ARCHIVIST:
Shall act as the holder of all factual material (documents, memorabilia, etc.) in such a way that there can be no substantial distortion; Shall be a liasion between G.S.O. Archivist and Advisory Council pertaining to all N.E.C.Y.P.A.A. archive issues; Shall follow to the best of his or her ability the Archives Guidelines set forth by G.S.O.; Shall act as liasion between Advisory Council and conference host city Archives Committee pertaining to all archive matters (displays for the conference and materials to be collected before, during and after the conference).