

Iowa
YOUNG PEOPLE IN A.A.
Conference

BYLAWS PACKET
Standards and Practices

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IAYPAA Purpose Statement

The Iowa Young People in Alcoholics Anonymous is an annual Alcoholics Anonymous conference that represents “young” persons who have recovered from a seemingly hopeless state of mind and body. It is an event for all members of AA, and is organized primarily by young, recovering alcoholics. “Young” being defined as anyone with "room to grow." IAYPAA was first held in 2015 to provide a setting for an annual celebration of sobriety among young people in A.A. throughout the state of Iowa. This conference is an opportunity for young A.A.'s from all over the state and elsewhere to come together and share their experience, strength, and hope as members of Alcoholics Anonymous. Carrying the message to the still suffering alcoholic is the primary purpose of the conference, but having fun and making recovery attractive follows closely behind.

IAYPAA Structure

The work of the registered entity known as “IAYPAA.” shall be carried out through the cooperation of the current elected Host Committee and the IAYPAA Advisory Council. Here is a brief description of IAYPAA’s basic framework:

1. IAYPAA’s annual conference, its Host Committee, Bid Committees, and its Advisory Council shall be formed and maintained as A.A. service entities, geared towards carrying A.A.’s message of recovery. It is suggested that all members of IAYPAA’s Advisory Council and its Host Committee, conduct themselves in adherence to the principles of the 12 Steps, 12 Traditions, and 12 Concepts of Alcoholics Anonymous.
2. IAYPAA Advisory Council activities throughout the Host/Bid year are always ultimately aimed at the preservation and growth of IAYPAA as an A.A. conference, and its survival as an organization. The Conference and all IAYPAA activities are considered “open” to members of Alcoholics Anonymous as well as those wanting to support or learn more about alcoholism, unless clearly stated otherwise. Certain portions of the Conference may be deemed closed to only those who have the desire to stop drinking per the Host Committee. All IAYPAA bidding/hosting-related activities carried out annually by Iowa AA members are overseen and supported by the Advisory Council with the sole initiative of carrying out AA’s primary purpose as defined in Tradition 5.
3. IAYPAA as an A.A. conference meets annually, and its operation/A.A. service activity is modeled after the Bidding/Hosting conference structure used by ICYPAA and other “YPAA” conferences. The IAYPAA Advisory Council oversees and determines where the conference itself is hosted after formal “bid packets” are taken into consideration via the site selection process. This process is repeated cyclically on an annual basis. Important to IAYPAA’s well-being is the Advisory Council’s consistent work with Bid Committees and the Host Committee throughout the Host/Bid year.
4. The conference and events throughout the year may have a registration price or suggested donation, however, no participant shall be turned away solely for lack of funds.

Advisory Council Purpose & Responsibilities

1. The Council has formed, through the “Third Legacy Voting Procedure” outlined in the A.A. Service Manual, a rotating body of past Host Committee members of IAYPAA in order to assist future conference committees. The Council is a service body, which is directly responsible to all members of Alcoholics Anonymous who wish to participate in IAYPAA.
2. “IAYPAA” is a registered organization and must maintain all legal/ethical requirements in accordance with its status as an entity. Advisory is a custodial oversight “board” of individual A.A. service members who are tasked with preserving the efforts, experience, health, and history of IAYPAA. As the guardian of the shared experience of past conferences, the Advisory Council does not speak for Alcoholics Anonymous as a whole, nor does it propose to be an ultimate authority or a governing body of any kind. It does, however, possess final responsibility for the financial well-being of the conference, its survival, and its activities at the annual conference itself.
3. In all its proceedings, the IAYPAA Advisory Council shall observe the spirit of Alcoholics Anonymous 12 Traditions and 12 Concepts of Service, taking great care that the Conference never becomes the seat of perilous wealth or power; that sufficient operating funds, plus an ample reserve, be its prudent financial principle; that none of the Council members shall ever be placed in a position of unqualified authority over any other Council member; that all important decisions be reached by discussion, vote, and whenever possible, by substantial unanimity; that no Council action ever be personally punitive or an incitement to public controversy, that though the Council may act for the service of IAYPAA, it shall never perform any acts of government; and that, like the society of Alcoholics Anonymous which it serves, the Council itself shall always remain democratic in thought and action.
4. The IAYPAA Council shall provide guidance to the host committee along with all bid committees based on the experience of council members and the principles of Alcoholics Anonymous.
5. The IAYPAA Council shall act as a body; no one member shall act independently of the majority opinion.
6. The IAYPAA Council shall have sole and final authority over the selection of the conference host city.
7. The IAYPAA Council shall maintain the experience and material of past conferences through its archives and will make them available to any AA member who requests information regarding IAYPAA and Young People's AA. It shall make its shared experience available to the General Service Office on a regular basis for their use throughout AA in Iowa or elsewhere.

·Adapted from the A.A. Service Manual, which was adopted by the General Service Conference on April 26, 1962

Advisory Operating Procedures

1. Materials & Literature

- a) The IAYPAA Council shall maintain and update, as necessary, all literature which includes:
 - Bid Committee Information Packet
 - By-Laws Packet
 - Informational IAYPAA Pamphlet
- b) No changes shall be made to any Council literature without a 2/3's majority approval of the Council.
- c) All Council literature shall have the date of the most recent revision affixed.

2. Legal/Fiduciary Obligations

- a) IAYPAA is a registered organization and must maintain all legal/ethical requirements in accordance with its status as an entity. Which includes but is not limited to annual tax paperwork, documentation, and bank information.
- b) To encourage participant safety, IAYPAA has adopted a non-discrimination/anti-harassment policy that applies to all functions within the IAYPAA structure. If a situation within the confines of the Conference or any branded IAYPAA function breaches the law, the individuals involved can take appropriate action to ensure their safety. Calling the proper authorities does not go against any A.A. Traditions. Anonymity is not a cloak protecting criminal or inappropriate behavior.¹

3. Financial transactions

- a) No member of the Council shall incur expenses in the name of the Council without first receiving a 2/3's majority approval from the full Council (an exception for expenses less than \$25 will be made)
- b) The IAYPAA Council's bank account(s) shall only be used for business directly relating to the Council.
- c) All IAYPAA Council financial transactions shall be made through the Council's bank and/or other Council financial/payment accounts. I.E. Venmo, Paypal, etc.

¹. Adapted from Safety in AA Service Material

4. **Prudent Reserve**

- a) The Council shall maintain a Prudent Reserve of \$11,000 after seed money is returned following the close of the Conference, broken down as follows:
 - \$1000 – business expenses
 - Up to \$1000 – seed money for newly elected Host Committee
 - \$9,000 – emergency funds
- b) If a Host Committee were ever to default or fold due to financial failure, the Council shall use its emergency funds to plan and host the conference.
- c) These reserve funds are arbitrary figures based on current economic conditions and can be altered by a simple majority vote of the quorum (see Advisory Council Structure > Committee Organization > Section 5 > Sub-section B for quorum defined). The business expenses should total the needs for 2 consecutive years and emergency funds for one conference which nets a negative balance. The prudent reserve will be reviewed no less than every 2 years on election year.

5. **Distribution of funds**

Of the funds remaining from the profits of the Conference, (after expenses, seed money, and prudent reserves are paid) the Host Committee shall determine where to donate 10% within AA's general service structure (with a cap of 5 AA entities). The Advisory Council Treasurer will pay this donation on behalf of IAYPAA. The remaining monies from the Conference and any bid committees shall be returned to Alcoholics Anonymous as follows:

- 40% - to the Area in which the conference was held.
 - 40%- to the district in which the conference was held.
 - 20% - to the General Service Office.
- a) Districts are assigned according to the Area 24 map found on aa-iowa.org.
 - b) If the Host Committee cannot, or opts out of, deciding how their 10% should be distributed within 30 days of the close of the conference then it will also be relinquished to the IAYPAA Advisory Council. These proceeds will either be included in the general disbursement or at the discretion of the Advisory Council, be used to modify the budget in the areas of prudent reserve and/or seed money for the host committee.
 - c) In the event of the dissolution of IAYPAA Advisory, assets shall be distributed directly to GSO.

6. **Selection of conference site (see Appendix)**

- a) Each Advisory member shall vote in the selection of a Host Committee. The voting of the conference site shall be done in a closed session.
- b) The Advisory Council shall have sole and final authority over the selection of the conference host city. This selection shall be made using the “Third Legacy Voting Procedure” outlined in the A.A. Service Manual.
- c) Bid Deliberation Meetings are open for observation. The council may discuss briefly in a closed session before voting, although a majority of deliberation should take place in a transparent setting.
- d) All completed bids for the conference will be given equal consideration, regardless of size, population, number of years bidding, or money made throughout the year.
- e) In the event no city presents a bid, an emergency meeting of the council shall be called immediately. All past and present Advisory members shall be invited in order to find a suitable site for the conference or to determine if the Conference should be suspended. In this event, the subsequent fate of the Advisory Council and its functions must be determined.

Advisory Council Structure

Committee Organization

The Council shall use the “Third Legacy Voting Procedures” found in the Service Manual issued by the General Service Office of Alcoholics Anonymous. All positions on the Council shall have a term of 2 years. Chairperson elections shall take place on the day of the Kick-Off/On-coming advisory elections event prior to the Conference, with the term beginning on the last day of the Conference. Should a position open outside of normally scheduled elections, all Trusted Servants may stand and be elected into that position by a 2/3 majority vote of the Council to fulfill the duties as outlined until the next Council election. Ideally, there should never be less than 11 Trusted Servants/Voting Members on the council, which includes two individuals from the previous five Host Committees.

1. Executive Committee/Officers:

The Advisory Council shall elect from its membership an executive committee (officers of the Council) consisting of, but not limited to, a Chairperson, Co-Chairperson, Treasurer, Co-Treasurer, and Secretary. The executive committee members shall be named on State forms. The committee can at any time elect more members to the Executive Committee. They shall act on the direction of the Council and shall not take any action individually or collectively without the prior consent of the Council. Emergency matters, financial or otherwise, that are brought to the Executive Committee’s attention shall be discussed and brought to either the next scheduled meeting or an emergency meeting of the full Council may be called.

- **Chairperson-**

Shall arrange and announce the agenda for each Council meeting, open Council meetings and maintain reasonable order throughout the entire meeting, recognize members who are called to the floor, state as well as put to vote all motions properly made and seconded and announce the results of all votes. The Chair shall be responsible for maintaining a forum for video/virtual meetings. They shall not be entitled to vote except in cases required in a tiebreaker. They may vote for Host selection and for Council chairperson elections. The Chairperson shall affix their signature to all Council actions. They shall also serve as one of three signatures on all Council bank accounts. They shall be responsible for receiving and distributing the Bid Packets submitted via email to the Council. The Chair shall act as a liaison between the Advisory Council and the Host Committee. The Chair shall ensure all newly elected Advisory members are welcomed and aware of Council procedures. The Chair may stand in, when necessary, to sign the Host Committee's hotel contract should there be no Hotel Advisor available to handle such a task.

- **Co-Chairperson-**

In the absence of the Chairperson, shall fulfill all the normal duties of the Chairperson. The Co-Chairperson shall also carry out any additional duties assigned by the Council.

- **Treasurer-**

The Treasurer shall demonstrate financial responsibility throughout their entire two-year term. The Treasurer shall keep accurate financial records of all the Council's transactions and give complete financial reports at all Council meetings. They shall have all financial statements, bank statements, deposit receipts, and checkbook balances in possession at all Council meetings; and shall be prepared to make deposits and disbursements at these times as well. The Treasurer shall maintain all counts, which are subject to inspection by any Council member at any time. They shall be one of three signatures on all Council bank accounts. They shall be responsible for timely filing any necessary Tax Forms or bank information. The treasurer shall prepare a simplified financial statement of Advisory Council expenses, Host & Bid committee contributions and disbursements that shall be approved by the Council. The treasurer shall take care to liaise with Host & Bid Committees as requested or necessary to ensure prudent financial records are kept for all parties, offering and providing assistance where needed.

- **Co-Treasurer-**

In the absence of the Treasurer, shall fulfill all the normal duties of the Treasurer. The Co-Treasurer shall also assist the Treasurer in any of their position responsibilities to ensure the proper checks and balances are in place and may also liaise with Host & Bid committees as needed. The Co-Treasurer shall be one of three signatures on all Council bank accounts.

- **Secretary-**
The Secretary shall act as custodian of all Council materials and shall furnish information to anyone requesting it. They shall be responsible for gathering Host Committee chair reports and forwarding past reports and resources to the elected Host Committee. They shall keep accurate minutes of all Council meetings as outlined in subsection 5-c. Distribute minutes, within seven days of the meeting, to each member of the Council. Use paperless as much as possible such as email. Shall be responsible for managing and ensuring all Council Members have access to digital files.

2. Chairpersons

- **Hotel Advisor**
The Hotel Contract Advisor will assist the Host Committee in the negotiation of the Conference's hotel contract. Shall educate the Bid Committees and Host Committees with their hotel contracts and negotiations. Once a hotel has been chosen and the Host has successfully negotiated a contract, the Hotel Advisor will present the contract in an expeditious manner to the Advisory Committee for a vote. They will provide assistance and guidance to the Host Committee Hotel Chairperson and the hotel representatives and shall act as a liaison between the Advisory and Host. They are also required to sign the hotel contract along with the Hotel Chairperson of the Host Committee before it is deemed finalized.
- **Webmaster-**
The Webmaster shall maintain and manage IAYPAA's website www.iaypaa.org using the General Service Conference guidelines. They shall update the website in a timely manner with all fliers, minutes, financial reports, by-law updates, committee responsibilities, etc. They are also responsible for all digital archives as obtained by the Archivist (must retain all website materials from past and present years) and back-ups of data. The Webmaster ensures that personal contact information is updated as necessary and that only the current members have their information posted. The Webmaster shall also oversee any social media account held by IAYPAA to ensure all traditions are being followed. They shall also be responsible for assigning admin privileges to current advisory members on all social media sites/groups and removing privileges as necessary. The Webmaster shall provide the Host Committee's Webmaster with assistance, all login information needed, and admin privileges on any social media account as needed to fulfill their duties.

- **Archivist-**
 The Archivist is responsible for adequately storing and maintaining all IAYPAA archived materials; needs to develop and email digital archives to the Webmaster. Works directly with the Host Committee to organize and transport all archived materials to and from the yearly conference and shall obtain new materials from Host and Bid Committees at the close of the Conference (i.e. t-shirts, bid packets, mugs, etc.). They are also responsible for the IAYPAA banner.

- **Bid Committee Chair-**
 Shall be responsible for spreading the word of IAYPAA throughout Iowa, our surrounding states, and further. Responsible for communicating Bid and Host events to the Council and delegating Council presence at these events. There is much personal travel with this position, but one person is not expected to attend all functions. The Bid Committee chair is responsible for coordinating and delegating with the Host, Bid, and Advisory Council members to ensure that IAYPAA is represented at all Area Assemblies, District Meetings, and Conferences throughout Iowa and surrounding states. They shall issue ‘invitations to bid’ to all major areas and young people’s groups prior to the conference each year which should include bidding requirements, a current registration flyer, and an explanation of the bidding process. Shall liaise and assist as necessary with cities looking to or interested in placing a bid.

- **Bid Committee Co-Chair-**
 In the absence of the Bid Committee Chairperson, shall fulfill all the normal duties of the Bid Committee Chairperson. The Bid Committee Co-Chair shall also assist in each of the Bid Chair's responsibilities to ensure that IAYPAA is well represented throughout the state of Iowa.

- **By-Laws Chair-**
 Responsible for upholding the By-Laws and informing the Council if proper procedures and requirements for the committee are being met. Responsible for updating and creating addendums to, and supplemental policies and procedures to the By-Laws of the IAYPAA advisory council as needed. Liaise with the secretary and webmaster to ensure all changes are accurate, updated, and uploaded where necessary. Responsible for ensuring that we are acting in accordance with the 12 Steps, 12 Traditions, and the 12 Concepts of World Service.

- **Trusted Servants/Voting Members-**
 All other Council members who do not hold a specific position shall hold the title of “Trusted Servant.” They shall encourage conference participation throughout the year and act as trusted servants to the Host and Bid Committees. These members shall fulfill any duties assigned by the Council.

- **Alternates-**

Are encouraged but not required to be present at all advisory meetings. Alternates can provide support both through opinion and experience. In the event the advisory council has an absence of a voting member alternates can step up to vote to meet quorum. See section 5 sub-section D/E.

3. Responsibilities of council members

- a) Acceptance of an Advisory Council position is a continuous five-conference commitment.
- b) Members are expected to attend all Council business meetings. Members are also expected to attend the Advisory elections and the post-Conference wrap-up meeting.
- c) Council members shall respond in a timely manner to any inquiries or concerns and shall inform the Council of said correspondence.
- d) Council members are expected to attend Host or Bid events and occasional committee meetings when able to and/or asked. Council members shall not criticize, govern, or be overbearing at Bid and Host committee functions as we aim to be of service to the Bids and Host and allow them autonomy in their planning process.
- e) Council members may not participate in the Conference program during their term because they must be available for Council business.
- f) Council members have the following financial responsibilities which will be paid for by the members themselves:
 - Registration and attendance at 5 consecutive IAYPAA conferences, regardless of locations.
 - Special travel to assist a failing/disbanded IAYPAA Host
 - The Council may offer reimbursement of up to \$100 per member, per year, for the costs associated with attending the yearly conference. Council members shall only take this reimbursement if they are unable to attend the Conference without it and must ask for reimbursement from the Treasurer prior to the Friday night meeting of the Conference.

5. Council meetings

- a) The Council shall meet no less than bi-monthly. These meetings shall be in person 4 times per year: Host Kick-off event/On-coming advisory elections, Friday night of the conference, Saturday morning bid presentations, and Saturday night wrap-up meeting at the conference. Outside of these 4 instances, the Council may meet either in person and/or via video conference (video conference attendance at in-person meetings shall count as attendance provided the Council Member is participating). The chair shall prepare an agenda for each meeting and allow adequate time to schedule all committee meetings to ensure maximum attendance. Any emergency meetings shall be called by the Chair, or the Co-Chair, in their absence.
- b) A quorum shall consist of at least 51% of the Council members; a quorum must be present in order for the Council to conduct business. Motions and resolutions shall require a

simple majority vote of the quorum for approval. All Council members shall have one vote (except for the Chairperson) and shall vote on all matters. A 2/3's majority vote of the entire Council is necessary to change any conference literature, the Council structure, emergency/temporary Council position elections, financial transactions, to remove a member of Advisory, to veto a Host decision, or to rescind operating procedures.

- c) The meeting minutes shall be taken by the Secretary and will include the following: attendance, start and end time, chair reports, motions, votes, and the results of votes.
- d) Motion procedures shall be done in full committee meetings except in an emergency. Discussion, announcements, general feedback, and group consensus may be done in a group chat or email setting as necessary. Any group consensus or emergency votes in a chat shall be then memorialized in the next full committee meeting minutes. Group chats among the full Council are not considered private and may be saved for archives purposes.
- e) Robert's Rules of Order shall govern the Council in all cases in which they are applicable.
- f) Right of Minority Appeal – in the spirit of A.A.'s Fifth Concept of World Service, the right of minority appeal shall be heard for all motions.
- g) General business meetings of the Council are open to observation, and all members of Alcoholics Anonymous may attend. However, only present members of the Council may participate in these meetings. Any disruptive individuals will be asked to leave. The Chair may include an open discussion/Q&A portion of the meeting agenda to allow for participation from those not on the Council.
- h) The Council shall seek to be transparent in its discussions and decisions and shall make every effort to inform IAYPAA service members of upcoming Advisory meetings - Closed discussions shall be reserved for matters such as legal issues or emergency situations. Matters not falling into these categories may be "closed" per a majority vote but should be reserved for only when it is necessary.

5. Vacancies/Attendance

- a) If an advisory member misses two consecutive meetings without notifying the chair, or three consecutive meetings with notifying the chair, *their position status as a Council Member shall be taken to a discussion and a possible 2/3 majority vote for their removal at the following meeting.* The Chair or Co-Chair shall make efforts to contact the Council member before voting to remove them. Absences from mandatory meetings and events can be excused at the council's discretion.
- b) A break in sobriety shall be considered a resignation - at the member's request, they shall be added as an Alternate and may be called to serve on the Council contingent upon their renewed/continued sobriety.
- c) Missing the conference shall be considered a resignation without prior approval and vote of the Council. Should there be an unforeseen medical or family emergency, the Council

shall add the agenda at the first meeting following the conference to reinstate the Council member at their request and their presence if their term is not complete.

- d) Each Host Committee shall elect two alternates from their committee. These individuals will become Council members upon the resignation of any member from that Host Committee and will then complete the term for that member. Available alternates shall be contacted expeditiously upon a vacancy regardless of the number of Council Members. In the event that an Alternate needs to fill a vacant position, the Chair shall contact the alternates in the order they were voted on and the first available person shall fulfill the vacant position as a Trusted Servant/Voting Member of the Council.
- e) If there are vacancies that cannot be filled by that Host Committee's alternates, the spots may be filled first by available alternates from other Host years. Should that not fill the Council to an appropriate number to conduct business, Advisory members that are set to roll off the committee may be, if willing, voted by majority vote to stay for up to 1 additional conference, or the Council may ask past advisory members to fulfill the vacancies for the vacant spot's term. It is strongly suggested the Council shall have 15 Trusted Servants/Voting Members but never have less than 11 members in order to maintain the spirit of group conscience.
- f) When the character of an Advisory Member is called into question, relating to controversial situations outside or inside the confines of the Advisory Council, any Council member may bring said situations to the attention of the Executive Committee/Officers. The Executive Committee shall inform the Council Member of their discussion and shall determine whether or not the situation should be added to the following meeting's agenda for the full Advisory Council's knowledge. The member has the right of explanation of said situation should it be added to the agenda. The Council reserves the right to make a motion to remove them as a member of the Advisory Council, reassign the member to a different chair position, or take no further action, per the 2/3 majority voting process.

6. Sub-committee meetings

- 1. At any time to facilitate productive group discussion and be efficient in our business, the IAYPAA Advisory Council can create sub-committees to further discuss or narrow down options on various tasks and needs. Sub-committee meetings must have at least three Council members present.
- 2. No decisions, financial or otherwise, made in a subcommittee meeting may be carried out until voted on in a full committee meeting unless pre-approved.
- 3. The actions and recommendations of the subcommittee(s) will be detailed in brief reports to the IAYPAA Advisory Council, and a final report will be generated by the sub-committee following the completion of their specific duties.

7. Council member eligibility and guidelines

- a) On-Coming Advisory Election Guidelines

- Each Host Committee shall elect two of their members to serve on the Advisory Council and two additional members who shall serve as alternates.
(It may become necessary to elect more, but never less, than two regular members, as this number depends upon whether or not every other Council member fully completed his or her term).
- Elections shall be held using the “Third Legacy Voting Procedure”, as outlined in the A.A. Service Manual.
- All members of the Council needs to be present during on-coming advisory elections.
- Oncoming advisory elections will take place on the day of the Kick-off event which takes place no later than 1 month prior to the conference. The council Chair must be in communication with the Host Chair to schedule the time and location of elections, as well as ensure the Host Committee is aware of the qualifications of nomination and election procedure.

b. Requirements of Nomination

- Nominees to the Council must have served for at least six continuous months prior to the conference.
- Nominees must have at least one year of continuous sobriety.
- Nominees must have a knowledge of the 12 steps, 12 traditions and 12 concepts of AA or be willing to learn.

In the event that open positions on the Council cannot be filled with members who meet all requirements, the Advisory Council may decide to waive these requirements so that other nominees may be considered by a vote of the quorum. The waiving of requirements must occur before voting begins in order to understand who is eligible to be elected to the Advisory Council and all those standing are given equal consideration by the Host Committee.

Responsibilities to Host Committee/Host Committee Relations

1. All IAYPAA Conferences shall be designated as such and shall be further distinguished by the Host Committee by a number to preserve autonomy and character.
2. No IAYPAA Conferences shall be held in conjunction with any other function, A.A. or otherwise. In addition, Host Committees should go to the greatest possible lengths to ensure that their conference will not conflict with any other *major* scheduled A.A. function within the scope of the conference.
3. Each newly elected Host Committee shall receive seed money upon request from the Council’s Prudent Reserve, this money shall be returned to the Council after the close of the Conference so that it may be passed on to the next Host Committee.
4. All IAYPAA Host Committees are obliged to pay all the expenses involved with hosting their conference and cannot expect the Council to assume any financial responsibility.

5. Each Host Committee has 60 days after the close of their conference to forward a detailed financial statement and the net proceeds held in any and/all financial accounts from the conference to the Council, by means of either a cashier's check or money order.
6. The Host Committee shall submit final reports for all chairpersons, as outlined in the Host Committee Information Packet to the Council, which are intended to be used for informational purposes. They shall have 30 days after the close of their conference to submit these reports.
7. All materials (a sample of the program, speaker recordings, and merchandise) produced by the Host Committee shall be forwarded to the Council Archivist following the close of the conference.
8. The Host Committee shall be the primary caretakers of any official IAYPAA social media accounts for use as an outreach tool. The Advisory Council shall also moderate and ensure that GSO's Guidelines for Internet Usage are adhered to.
9. The Host Committee is responsible for including information about the General Service Office's Guidelines for Internet usage concerning anonymity in the Program of Events for their conference. All members of IAYPAA, including, but not limited to, Advisory Council members, Host Committee members, Bid Committee members, and all individual IAYPAA conferences must adhere to these guidelines.
10. The Host Committee shall be offered all prior conference materials together with whatever individual or collective information that the Council members may possess. Once chosen, the Host Committee shall be given complete autonomy from the Council in matters concerning the planning of the conference, with the exception of the signing of the final Hotel Contract, which must be signed by a member of the Advisory Council's Hotel Advisor or Chairperson (in the Hotel Advisor's absence) - This is only intended as a failsafe to protect the financial integrity of the conference structure and is not meant to discourage group autonomy. The Council shall approve the Conference Program and the Conference theme before publication or inception to ensure the 12 steps, 12 traditions, and 12 concepts are adhered to. The Council shall not be critical or overbearing regarding the Program.
11. The advisory council's fiduciary responsibility includes approving the Conference budget prior to inception.

The Council is ready to assist the Host Committee when requested or necessary. In the event that significant problems arise, rendering the Host Committee unable to plan and conduct the conference, the Council shall assume the planning and production of the conference or shall delegate the same to a new and able Host Committee.

Veto Procedure

The Advisory Council has the chief initiative and the active responsibility in ensuring the integrity and continuity of IAYPAA year after year. Any Host Committee decision that might be viewed as detrimental to the principles of AA or to current or future IAYPAAs would be of utmost concern. If such a matter comes to the attention of the Advisory Council, all due diligence will be exhausted in communicating the concern to the Host Committee. If after having been informed of the concern, the Host Committee chooses to stay the course, any member of the Advisory Council can make a recommendation to the

full Council that the Host Committee decision should be vetoed. If no Advisory Council meeting is imminent and time is of the essence, an emergency meeting may be called by the Chairperson to address the issue. A vote to veto a Host Committee decision requires a 2/3 majority of the full Advisory Council. If the veto passes, the Host Committee Chairperson should be notified by the Advisory Council Chairperson of the decision.

Advisory Council Yearly Checklist

January/February

Renew/Review website subscription (Webmaster)

The Executive Committee/Officers shall conduct an audit of bank and financial statements to ensure transparency and accuracy before the next Hosting/Bidding year (Chair)

4-6 Months Before the Conference

Mail Conference flyers as well as Bid Packets and “invitations to bid” to areas of Iowa (Bid Committee Chair)

1-2 Months Before the Conference

Communicate with Host Committee about oncoming Advisory Elections and facilitate said elections (Chair)

Day of Kick Off Event/On-Coming Advisory Elections:

Hold Advisory Position elections for open position terms. (Chair/Co- chair)

Ensure all Advisory members are familiar with bylaws, voting procedures, and how to access electronic files. Establish a Council meeting schedule throughout the year.

1-4 Weeks Before the Conference

Communicate with Bids about their responsibility to turn in their monies and net proceeds at the conference to ensure disbursements are done in a timely manner. (Treasurer/Bid-Committee Chair)

First Meeting following the Conference

Facilitate new Host elections (Chair)

Provide Host with seed money (Treasurer)

60-90 days following the Conference.

After Hotel and all other bills are paid by Host and Host monies are turned into Advisory, calculate prudent reserve and determine disbursements liaise with prior Host Committee as necessary. (Treasurer)

Throughout Bidding/Hosting Year

Facilitate Bid Committee elections (Everyone)

Be present at Bid and Host events (Everyone)

Sign Hotel Contract with Host (Hotel Advisor/Chairperson)

Determine if any workshops or Unity events are needed and plan accordingly (Bid Committee)

IAYPAA Host Committee Responsibilities:

1. At the election meeting Chairpersons will be elected by those present at the meeting following the “Third Legacy Voting Procedure” outlined in the A.A. Service Manual,
2. Host Committee Shall submit a proposed budget to advisory 60 days after elections take place.
3. The Host Committee is expected to be directly involved and present with/at any activity that will generate funds for the conference.
4. No member of the Host Committee shall incur expenses in the name of the Council without first receiving a 2/3’s majority approval from the full Committee (an exception for expenses less than \$25 will be made)
5. The Host Committee will strive to make every effort to carry out the Primary Purpose of AA as defined in Tradition 5 throughout the entire state of Iowa, bringing unity to the conference.
6. The Host Committee shall, as a group, utilizing a simple majority vote of the quorum, come up with a theme and slogan for their conference. This theme and slogan should be taken from AA approved literature, such as the book Alcoholics Anonymous.
 - A quorum shall consist of at least 51% of the Committee members; a quorum must be present in order for the Committee to conduct business. Motions and resolutions shall require a simple majority vote of the quorum for approval. All Committee members shall have one vote (except for the Chairperson) and shall vote on all matters. In the event of a 50% vote the chairperson will be called upon to case a tiebreaking vote. A 2/3’s majority vote of the entire Committee is necessary to change the Committee structure, emergency/temporary Committee position elections, and for financial transactions.
7. The Host Committee shall plan, outreach, and facilitate an IAYPAA Kick-off Event no earlier than 30 days prior to the conference.
8. Each Host Committee shall elect two of their members to serve on the Advisory Council and two additional members who shall serve as alternates.

(It may become necessary to elect more, but never less, than two regular members, as this number depends upon whether or not every other Council member fully completed his or her term).

1. Elections shall be held using the “Third Legacy Voting Procedure”, as outlined in the A.A. Service Manual.
2. At least one member of the Council needs to be present during elections.
3. Oncoming advisory elections will take place at the Kick-Off Event. The Advisory Council Chair must be in communication with the Host Chair to schedule the time and location of elections, as well as ensure the Host Committee is aware of the qualifications of nomination and election procedure.

9. Host Committee members are expected to prepare a final report of their position and submit it to the Advisory Council within 30 days following the completion of their respective conference.
10. All materials produced by the Host Committee shall be forwarded to the Advisory Council's Archivist (such as flyers, t-shirts, program, merchandise, etc.) within one month following the completion of their respective conference.
11. The advisory committee is designed to assist the Host Committee and all Bid Committees while promoting autonomy within such groups. They may be called upon as needed for assistance. More detailed responsibilities to the Advisory Council to the Host Committee can be found on page 14.

Host Committee Job Descriptions:

Executive Committee/Officers:

1. Chairperson (two-year sobriety requirement, one year commitment)
 - a. Suggested to have previous experience of serving on a committee.
 - b. Attend each committee meeting and submit a written report. If unable to attend a meeting, inform the Secretary, arrange for the Co-Chair to chair the meeting, and provide a written report.
 - c. Conduct orderly, productive, and democratic meetings informed by the 12 Traditions and 12 Concepts.
 - d. In conjunction with the Co-Chair, be willing to attend ALL sub-committee meetings to offer assistance and support when needed.
 - e. Guard the Traditions utilizing old timers, Advisory Members, and GSO approved literature to determine actions.
 - f. Be available to all committee members, assessing and facilitating support where appropriate with struggling sub-committees.
 - g. Oversee timeline and ensure objectives are set and met.
 - h. In conjunction with Co-Chair, follow up action points in between meetings.
 - i. Must be one of three names on the bank account.
 - j. Can be one of two signatures required for checks.
 - k. Regularly communicates with the advisory council regarding the committee's actions and plans, especially regarding major decisions.

2. Co-Chairperson (one year sobriety requirement, one year commitment)
 - a. Suggested to have experience serving on a committee.
 - b. Attend each committee meeting and submit a written report. If unable to attend a meeting, inform the secretary and chairperson.
 - c. Chair planning committee meetings in chairperson's absence.
 - d. In conjunction with the chairperson, be willing to attend sub-committee meetings, offering assistance and support when needed.

- e. Be available to committee members to offer support and assistance.
- f. In conjunction with the chairperson, follow up on action points between meetings.
- g. Assist chairperson in fulfilling their responsibilities.

3. Secretary (one year sobriety requirement, one year commitment)

- a. Attend each committee meeting and submit a written report. If unable to attend a meeting, inform the chairperson, send a written report, and confirm with another committee member that they will take minutes on your behalf.
- b. Record detailed minutes at each meeting and keep records of correspondence (sub-committee reports, etc.) The meeting minutes shall include but are not limited to the following: attendance, start and end time, chair reports, motions, votes, and the results of votes.
- c. Distribute minutes, within seven days of the meeting, to each member of the committee. Use a paperless delivery method as much as possible, such as email.
- d. Maintain a list of all planning committee and subcommittee member's contact details.
- e. Previous committees have found email to be the most effective means of communication. As such it is suggested that the secretary have an email address. For committee members without email, minutes should be printed and available for distribution as requested.

4. Treasurer (two-year sobriety requirement, one year commitment)

- a. It is recommended that this individual have treasury experience & must be employed.
- b. Attend each committee meeting and submit a written report. If unable to attend a meeting, have the co-treasurer report on your behalf. Informing the secretary and chairperson of your absence.
- c. In conjunction with the co-treasurer, prepare a budget for the conference and events.
- d. Manage bank account for the committee.
- e. Ensure easy access to funds when needed for events, concessions, reimbursements etc.
- f. Create detailed reports outlining expenses as they are incurred, revenue as it is raised, and profits as they are made.
- g. Must be one of three names on the bank account.
- h. Must be one of two signatures required for checks.
- i. Must have the checkbook in possession at all business meetings.
- j. Liaise with Advisory Council's Treasurer as needed for assistance and guidance.
- k. Has 30 days after the end of the conference to forward a detailed financial statement and all proceeds to the Advisory Council Treasurer by means of a cashier's check or money order.
- l. It is recommended that this individual have treasury experience & must be employed.

Chairpersons:

5. Registrations/Co-Treasurer (two-year sobriety requirement, one year commitment)

- a. Must be employed.
- b. Attend each committee meeting and submit a written report. If unable to attend a meeting, have the co-treasurer report on your behalf. Informing the secretary and chairperson of your absence.
- c. Submit a proposal for a registration pricing scheme in conjunction with the budget. Liaise with Merchandise chair if looking to offer pricing scheme that includes a discount with Merchandise purchased.
- d. Design registration forms and liaise with flyers chair for printing.
- e. Explore payment options for registration (Cheddar-Up, Venmo, Square, PayPal, etc.)
- f. Record and manage all registrations both paper and electronic. A spreadsheet is suggested which will typically have the name of the registrant, their contact information and state, and the amount in which they paid.
- g. Report on registration counts at each meeting.
- h. Order and incorporate into your proposed budget the cost of lanyards, name cards, name card holders, stickers, etc.
- i. Report to the appropriate chairperson registration standings for announcement at the conference main speaker meetings.
- j. Organize cash registers, cash boxes, etc. for the conference and events.
- k. Liaise with the Program/Speaker chair to ensure any necessary information for volunteer opportunities is included with registration.
- l. Compile a list of volunteers willing to greet during the conference.
- m. Must be one of three names on the bank account.
- n. Can be one of two signatures required for checks.
- o. Form a sub-committee to manage the registration desk at the conference and events.

6. Hotel/Venue (two-year sobriety requirement, one year commitment)

- a. Attend each committee meeting and submit a written report. If unable to attend, must send a qualified sub-committee member or another member of Host Committee as a replacement with a written report.
- b. Liaise with the Advisory Hotel Advisor and past Hotel Chairs to be sure all necessary accommodations are arranged in hotel contract and hotel communications. Such as number of conference rooms, hospitality room, common areas, marathon meeting spaces, dance, room for advisory, and event spaces (and their location), etc. This also requires working closely with the appropriate Chairpersons on the Committee to determine exact needs.
- c. Submit findings to the committee and recommend the best hotel. The proposed hotel must be approved by the Advisory before a contract can be signed. The

proposal must include hotel costs and all that it includes as well as the room rates. The cost of the hotel contract cannot be dictated by room block sales.

- d. The hotel contract must be signed by the Advisory Council's Hotel Advisor or the Advisory Council's Chairperson in the Hotel Advisor's absence and your Host Chairperson and for the Hotel Contract to be approved and finalized.
- e. Work with the hotel leading up to the conference, making sure all Advisory requirements are met. Make sure to pay close attention to the hotel room block to see if you can extend the room block cutoff date.
- f. Consider all budgets (i.e., individual attendee and host committee budgets)
- g. Liaise with chairpersons who require additional room reservations (speakers, DJ's, recording companies, etc.) To make sure these rooms are accounted for.
- h. Ensure each meeting room at the hotel is equipped with everything needed such as a stage, podium, chairs, tables, dance floor, etc.

7. Events Before (one year sobriety requirement, one year commitment)

- a. Attend each committee meeting and submit a written report. If unable to attend a meeting, inform the secretary and chairperson and send an alternate to attend the meeting in your place with a written report.
- b. Devise a program of innovative fun events that span the time leading up to the conference. These events have several objectives:
 - i. Making sure the committee adheres to the traditions. (Ex. Seventh tradition.)
 - ii. It is strongly encouraged that events include an AA speaker or panel meeting during each event in order to carry out AA's 5th tradition.
 - iii. Creating hype and awareness about the conference throughout the fellowship.
 - iv. Raising funds to assist the committee to be self-supporting.
 - v. Creating fun fellowship opportunities, in line with group objectives.
 - vi. Encouraging attendees to pre-register for the conference.
- c. Form a sub-committee and utilize group forums as place to workshop event ideas.
- d. Liaise with your local district and Area to ensure that the group events do not coincide with other major AA activities.
- e. Liaise with Concessions, Merchandise, and Outreach chairs to ensure concessions, merchandise, and registration are available at each event.
- f. Report on cost of events, revenue raised, and profit realized.
- g. Previous committees have accepted payment from non-AA members at the group events for merchandise, concessions, etc. It was determined that this was not in conflict with tradition seven, as we were not accepting a contribution on behalf of AA.
- h. The IAYPAA Kickoff event shall offer pre-registration for the conference. The host committee shall host the kickoff event and provide the attendees with updated information on the conference and brief IAYPAA as a whole. (This must be held approximately 30 days prior to the conference.)

8. Flyers/Intergroup Liaison (one year sobriety requirement, one year commitment)

- a. Attend each committee meeting and submit a written report. If unable to attend a meeting, inform the secretary and chairperson and send an alternate to attend the meeting in your place with a written report.
- b. All fliers for events should be sent out one month prior. Liaise with Webmaster to ensure flyers are posted on the IAYPAA website and social media.
- c. Initiate awareness and spread enthusiasm for the conference to members of AA both locally and interstate.
- d. Arrange the creation and distribution of all flyers and brochures etc. for the conference as well as all events.
- e. Form a sub-committee to facilitate the creation and distribution of the above material to as many groups as possible.
- f. Work with the events sub-committee with regard to their activities.
- g. Attend local Intergroup and/or District meetings with the intent of informing the local community of IAYPAA's purpose, events, and upcoming conference as well as distribute flyers for posting and distribution at an Intergroup/District level.
- h. Work with out-of-town members and Central Offices throughout the state regarding the distribution of flyers in their districts.
- i. All IAYPAA image files must be kept on a disk or flash drive for future committees.

9. Program Format/Speaker Chair (two year sobriety requirement, one year commitment)
Before Conference:

- a. Attend each committee meeting and submit a written report. If unable to attend a meeting, inform the secretary and chairperson and send an alternate to attend the meeting in your place with a written report.
- b. Outline and design the program for the entire conference weekend both meetings and other activities. Allow ample time for state shout out and sobriety countdown when finalizing times for the program. Allow ample time between meetings for fellowship and events.
- c. Reach out to Al-Anon Family Groups and leave an open representative spot for them.
- d. Submit a rough draft of the program format to the Host Committee and Advisory Council for approval 90 days prior to the conference.
- e. Liaise with the Registrations chair to ensure any necessary information for volunteer opportunities is included with registration.
- f. Propose keynote speakers for conference to the Host Committee as well as the Advisory for committee's approval 6 months prior to conference. Work closely with said committees to facilitate a smooth process. (Proposal must include airfare, hotel costs, etc.) For selection of the keynote speaker the following process has proven to be most effective:
 - i. Speaker must have five or more years of sobriety. The committee can vote if the speaker has less than five years but must be approved by the advisory. If said speaker has less than five years the committee must listen

to a speaker tape of the speaker and the speaker must also share a theme of YPAA.

- ii. Step Oriented.
- iii. Conferences allow local members the opportunity to hear members share from all around the country, or even the world. It is therefore suggested that a significant portion of speakers be from out of town.
- g. Propose a written format/script for all meetings/panels for the conference to the Host Committee as well as the Advisory Council for approval 60 days prior to the conference.
- h. Appoint readers and chairpersons for each main speaker meeting.
- i. Outreach surrounding conferences as well as your local fellowship to fill panelist slots. Recommended to keep a log of who has signed up and their contact information for follow ups and reminders.
- j. Appoint chairpersons for each panel – does not have to be a host committee member.
- k. Select in advance and brief all the people required to participate in meetings, such as chairpersons, panelists, timekeepers, speakers (where appropriate), etc.
- l. Discuss sub-committee recommendation with the group/chairperson/co-chair.

During Conference:

- a. IAYPAA chairperson traditionally chairs the Saturday night main speaker meeting.
- b. Ensure the smooth running of all meetings across the conference.
- c. Where possible meetings should be kept under one hour and fifteen minutes. Longer than such will not fit on a CD.
- d. Speakers should be on the stage, in the front row, or in a central location.
- e. Meetings must start and finish on time.

10. Public Information/Outreach (one year sobriety requirement, one year commitment)

- a. Attend each committee meeting and submit a written report. If unable to attend a meeting, advise the secretary and chairperson and send an alternate to attend the meeting in your place with a written report.
- b. It is strongly recommended to form an Outreach/Public Information committee to prepare literature packs for members of the public and professional community to take to treatment/correctional facilities where young people are found. As well as to assist with Outreach efforts at a local, statewide, and national level.
- c. Coordinate meeting raids through the ENTIRE STATE, utilize peers and sub-committee for assistance.
- d. Attend other YPAA conferences and secure an Outreach table at each conference you attend for IAYPAA.
- e. Remember to bring to a vote and submit Outreach expenses such as travel and hotel accommodations for your Outreach opportunities so that you may be reimbursed.

11. Merchandise (one year sobriety requirement, one year commitment)

- a. Attend each committee meeting and submit a written report. If unable to attend a meeting, advise the secretary and chairperson and send an alternate to attend the meeting in your place with a written report.
- b. Propose a range of IAYPAA merchandise to be made available for sale at both the conference, events, and via registration forms to the host committee.
- c. Design and propose a conference logo to be brought to a vote within the host committee using the standard quorum voting procedure.
- d. Coordinate the production of all merchandise, the sale of merchandise at the conference/events, and distribution of merchandise ordered via the registration forms.
- e. Price and report party favors (Pens, buttons, bookmarks, etc.)
- f. Liaise with the Registration chair on the purchasing of lanyards and badge holders for the conference.
- g. Liaise with the Audio/Entertainment chair to coordinate the sale of recordings if necessary.
- h. Must keep record of information on the supplier of T-shirts for future committees.
- i. Consider ordering only small quantities of each item. That way you are sure to sell all stock and not leave future committees with excess.
- j. Must keep records of all purchases.

12. Audio/Entertainment (one year sobriety requirement, one year commitment)

- a. Attend each host committee meeting and submit a written report. If unable to attend a meeting, advise the secretary and chairperson and send an alternate to attend the meeting in your place with a written report.
- b. Source and price bands or DJ's for dances, bearing in mind the nature of the conference and IAYPAA statement of purpose. Submit your findings to the host committee, recommending the best option.
- c. Liaise with Events During chair for dance theme and with the intent on keeping the DJ informed.
- d. Liaise with the Registration chair to ensure an accurate representation of states is provided to the conference DJ to be used at state roll call.
- e. Liaise with Hotel Advisory chair for venue sound and room block location to ensure non-conference hotel guests are not disturbed.
- f. Find a company to manage the recording, duplication, and sales of CD's/digital reproductions.
 - i. Liaise with the recording company to acquire a digital version of all recordings.
 - ii. Liaise with the Merchandise chair to coordinate the sale of recordings if necessary.

13. Webmaster (one year sobriety requirement, one year commitment)

- a. Attend each committee meeting and submit a written report. If unable to attend a meeting, advise the secretary and chairperson and send an alternate to attend the meeting in your place with a written report.
- b. Develop/maintain IAYPAA website in conjunction with the Advisory Council Webmaster
- c. The Webmaster shall also oversee any social media account held by IAYPAA to ensure all traditions are being followed. To avoid redundancy and to help maintain the Eleventh Tradition, the Advisory Council requests that Host Committee members join the IAYPAA page rather than creating a new page/group. This page can then be used to help promote your events, meetings, etc.
- d. Utilize technology in an innovative way to enhance the efficiency of the committee and the effectiveness of the convention, in line with committee objectives and our primary purpose.
- e. This section has specifically been worded quite vaguely. It is important that the website be maintained, but other activities will depend upon the skills and innovation of the webmaster.
- f. All passwords and details of how to access the website and email are made available to the Host Committee chair, co-chair, and the Advisory Council.
- g. Post pre-registration forms and flyers for each event to the IAYPAA website and IAYPAA social media.

14. Concessions Before/Hospitality During (one year sobriety requirement, one year commitment)

- a. Attend each committee meeting and submit a written report. If unable to attend a meeting, advise the secretary and chairperson and send an alternate to attend the meeting in your place with a written report.
- b. Attend all fundraising events. Sell drinks and snacks at ALL appropriate events to help the committee as a whole in keeping with the Seventh Tradition.
- c. Liaise with Events Before chair to ensure concessions are available as necessary.
- d. Liaise with Treasurer to align a budget for concessions at events, the conference, etc.
- e. In conjunction with the hotel chair, ensure there is an area to sell drinks/snacks, if allowed per hotel contract.
- f. Responsible for organizing a hospitality room at the IAYPAA conference.
- g. Find volunteers willing to staff the hospitality room during the conference.
- h. Suggested to reach out to local AA meetings and surrounding state's YPAA conferences to host a meal.
- i. In charge of obtaining donations of food items (from individuals) for the host committee hospitality room (being mindful of the traditions, declining contributions from outside of AA).
- j. Liaise with Program chair to list hospitality hours and/or specialties on the program.
- k. Coordinate with the hotel/venue chair to arrange hospitality room.

15. Events During (one year sobriety requirement, one year commitment)

- a. Attend each committee meeting and submit a written report. If unable to attend a meeting, advise the secretary and chairperson and send an alternate to attend the meeting in your place with a written report.
- b. Responsible for coordinating all events to take place at the conference (I.E. themed dances, yoga, karaoke, scavenger hunts, nature hikes, big book jeopardy, etc.)
- c. Ensure smooth running and timing of each event during the conference.
- d. Liaise with Audio/Entertainment for any DJ or audio needs.
- e. Liaise with the hotel chair to secure rooms for events.
- f. Liaise with the program chair to coordinate time for events and to list events on program.

The position requirements are but suggestions. However, any deviations from the above requirements must be approved by the Advisory Council.

The Advisory Council will be available for support and cooperation. We will be ready to assist in any way necessary. The long-term success of the conference shall always be the primary concern of the Advisory Council. Therefore, it does reserve the right of veto power over any Host committee action that is found not to fall into the spirit of the 12 Traditions and 12 Concepts.