

ESCYPAA Bylaws



Empire State Convention of Young People in Alcoholics Anonymous

Section 1: Purpose

1.1 Mission Statement

The Empire State Convention of Young People in Alcoholics Anonymous (ESCYPAA) was formed for the purpose of practicing the principles of Alcoholics Anonymous (AA) through planning & hosting an annual convention. The convention provides an opportunity for AA members, regardless of age, to come together & share their experience, strength, & hope. Our vision is that convention attendees return to their home groups better prepared to welcome young people into their local AA community.

1.2 Advisory Council

The purposes of the Advisory Council include but are not limited to:

- i. Practice the 12 Steps, 12 Traditions, & 12 Concepts of World Service;
- ii. Carry the message of AA throughout New York via the annual convention;
- iii. Custodial oversight of ESCYPAA;
- iv. Make available, to any AA member who requests it, information regarding ESCYPAA & young people in AA;
- v. Make regular contact with the General Service Office (GSO), the four Area Service Committees of New York, & other local AA entities as appropriate;
- vi. Provide guidance to YPAA committees throughout New York State;
- vii. Select future convention site based on the Bid Committee presentations conducted at each convention;
- viii. Provide guidance to the current Host Committee while allowing for their autonomy;
- ix. Protect ESCYPAA & its assets & manage ESCYPAA using spiritual principles to preserve the convention for future generations;
- x. Practice transparency in its affairs;
- xi. Encourage ESCYPAA participation throughout the Host year;
- xii. Maintain the archives of all previous ESCYPAA Conventions.

Section 2: Structure

2.1 Advisory Council - Host Committee Relations

- i. Advisory will guide the Host Committee by sharing their knowledge, experience, & understanding of the 12 Traditions & 12 Concepts of AA World Service, becoming more actively involved only in the event of extreme need.
- ii. The Host Committee shall be given complete autonomy from the Advisory Council, with knowledge that the Council stands ready to assist when requested or when the Host Committee appears to be in difficulty.
- iii. Advisory council will abstain from voting on a host or bid committee.
- iv. All bank accounts for the Host Committee are to be opened under the tax identification number of the Advisory Council with the Advisory Chairperson (President) & the Advisory Treasurer (Secretary) as two of the signers.
- v. All hotel negotiations prior to signing of that year's contract should be brought to the Advisory Chair & Advisory Hotel Chair for guidance & recommendations. The final hotel contract will be signed by the Chair & Co-Chair of the Advisory Council.
- vi. All Host Committee & subcommittee budgets should be discussed with previous Host Committee Chairs in an effort to provide the most accurate budgets.
- vii. All Host Committee budgets require final approval from the Advisory Council prior to Host Committee final approval. Host Committee budgets may be adjusted throughout the year as necessary, following approval by the Host

Committee & the Advisory Council. No action or decision shall be taken by either Host or Advisory that could affect ESCYPAA as a whole without both entities' knowledge & involvement.

viii. Advisory Council members will refrain from being members of committees bidding for the ESCYPAA Convention.

2.2 Council Responsibilities

It is strongly suggested that all members of ESCYPAA Advisory practice the 12 Steps, 12 Traditions, & 12 Concepts of Alcoholics Anonymous. The Advisory Council is the custodian of the convention & of ESCYPAA as a whole; it is both legal guardian & spiritual servant of ESCYPAA. The Advisory Council shall act as a body & no individual shall act independently of the majority opinion. Advisory Council members, whether they hold an elected position or not, are trusted servants of ESCYPAA & of Alcoholics Anonymous.

2.3 Elections to Council

Each Host Committee shall elect, through Third Legacy Procedure as outlined in the current Alcoholics Anonymous Service Manual, six people from their Host Committee to serve on the Advisory Council for a period of four years.

All incoming members of Advisory will serve as Alternate members for their first year on the Council & will serve as General members of Advisory for the following three years.

If the Advisory membership is below 12 at the Host to Advisory elections, Alternate(s) will rotate into a General Advisory seat(s) in the order they are elected to the Council. Alternates who will be rotating into general member positions Sunday of the conference can stand for any position available to a general member during advisory elections.

2.4 Vacancies

Vacancies occur when a member of Advisory has voluntarily resigned or been removed from the Council. The term "vacant" does not apply to a Council member who has given up a service commitment but still retains membership on the Council.

- i. If General membership falls below 12, an Alternate will rotate into a General Advisory seat in the order that they were elected to the Council.
- ii. If the Advisory Council is unable to fill the seat with an Alternate, then a member rotating off at the end of their four-year service term may be requested to serve until Advisory Council again reaches full membership.
- iii. In the case of a surplus of Council vacancies of more than $\frac{2}{3}$ after Host to Advisory elections, elections will be held open to any previous Host Committee members.
- iv. In the event that general membership is below $\frac{2}{3}$ advisory (8) can host emergency elections.
- v. Everyone elected will serve on Advisory for a two year term or until general membership reaches 18 members.
- vi. The Advisory Council Chairperson shall appoint an Ad Hoc Committee to research & plan emergency elections, to be presented to the Advisory Council during a regularly scheduled Council meeting & discussed & voted on at the next Council meeting.

2.5 Resignations

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

- i. Failure to attend two consecutive conventions;
- ii. Failure to attend two consecutive Advisory Council meetings without giving notice to the Chair & submitting the necessary report(s) for their positions;
- iii. Failure to attend three consecutive Advisory Council meetings, even with notice &/or submitting a report;
- iv. Violation of Advisory bylaws, to be determined by a 2/3 vote of the Advisory Council;
- v. A break in continuous sobriety.

Section 3: Position Descriptions

3.1 Operating Committee

The Advisory Council shall elect an Operating Committee from its General membership. This will consist of a Chairperson, a Co-Chairperson, a Treasurer, a Secretary & a Hotel Chair.

The Operating Committee shall not take actions, individually or collectively, on behalf of the Advisory Council without the knowledge of the full Council. Upon being elected, they shall serve for two years. Any General member may serve on the Operating Committee for any length of time within their term on the Advisory Council but may not hold the same position for more than one two-year term. The Operating Committee has no power beyond its stated responsibilities.

3.1.1 Chairperson

- i. Arrange for & announce the agenda for all Advisory Council meetings no later than 24 hours before the meeting;
- ii. Open Advisory Council meetings & maintain order for the duration of the meetings;
- iii. Recognize members entitled to the floor;
- iv. State & put to vote all motions properly made & seconded;
- v. Announce the results of all votes;
- vi. Act as one of two signatories on all ESCYPAA convention facilities contracts;
- vii. Act as one of two signatories on all bank accounts.

In the event that a member misses a Council meeting without notice, the Chair shall reach out to that person. In the event that the Advisory Council votes to relieve a member of their elected position, it is the Chairperson's responsibility to inform them of the Advisory Council's decision.

3.1.2 Co-Chairperson

- i. Accept the full duties of the Chairperson in their absence;
- ii. Carry out the various duties assigned by the Advisory Council, including carrying out the duties of vacant Chair positions until filled;
- iii. Act as one of two signatories on all ESCYPAA convention facilities contracts.

In the event that the Advisory Council votes to relieve the Chairperson of their elected position, it is the Co-Chairperson's responsibility to inform him or her of the Advisory Council's decision. In the event that the Advisory Council votes to relieve the Chairperson of their elected position, or if the Chairperson's position is vacated for any reason, the Co-Chairperson will immediately rotate into the position of Chairperson for the duration of the term.

3.1.3 Treasurer

- i. Keep accurate financial records of all Advisory transactions;
- ii. Give financial reports at Advisory Council meetings & present annual financial report at the convention;
- iii. Responsible for making recommendations to the Advisory Council for individual committee budgets;
- iv. Maintain all accounts subject to inspection at any time;
- v. Act as one of two signatories on all bank accounts;
- vi. Make annual contributions of surplus convention funds to the four NYS Service Areas, GSO, & other AA entities as decided by the Advisory group conscience as informed by the suggestions of the previous Host Committee.
- vii. Have the following in their possession at all Advisory meetings & conventions:
 - All bank statements for the current Host year
 - Deposit slips
 - Checkbook
- viii. Make all reimbursements, payments, & travel stipends as necessary. All payments greater than \$50 are to be paid by check only, without exception.
- ix. Files annual tax return required for all 501(c)(3) organizations using IRS Form 990.
- x. **Track and issue 1099 if 7th tradition *"*Contributions are limited to \$5,000 per year, per member, and are tax deductible under IRS Code 501(c)(3)"***
- xi. Physical address of the bank account shall be the address of the current treasurer.

3.1.4 Secretary

- i. Act as custodian of all operational materials;

- ii. Keep minutes of all Advisory Council meetings, & ensure that another Advisory member is available to take minutes if unable to attend;
- iii. Create & distribute contact lists for current Advisory Council & Host Committee to both committees at the start of the Host year;
- iv. Answer all correspondence promptly;
- v. Provide meeting minutes to Advisory members within a week of the meeting;
- vi. Provide information (including but not limiting to Advisory minutes, Host Committee minutes, records of motions, etc.) to all Advisory members when requested;
- vii. Responsible for digital storage of all Advisory materials in an appropriate online repository, & make said materials accessible to current Advisory members.

3.1.5 Hotel Chair

- i. Act as liaison between the Host Committee Hotel Chair & the Advisory Council;
- ii. Assist the current Host Committee Hotel Chair in whatever capacity may be needed to ensure that the needs & best interests of the Convention are met;
- iii. Answer questions & offer suggestions to the bid cities in preparing the unsigned hotel contracts as described in the bid requirements, including making available the Hotels 101 document & previous bid committee hotel contracts or proposals as requested;
- iv. Update the whole of the Advisory Council on progress with hotel contracts at each Advisory meeting.

3.2 Additional Elected Positions

Advisory shall also elect from its membership, through Third Legacy Procedure, additional Council positions including but not limited to: Archivist, Bid-City Liaison(s), Non-Bidding Cities Liaison(s), Past Host Liaison, Outreach Chair, Prayer & Unity Chair, & Web Chair. All positions carry a commitment of 1 year & are open to General & Alternate Advisory members.

Positions may be added as the need arises by submitting a written position description to the Advisory Council during a regularly scheduled Council meeting, to be discussed & voted on at the subsequent Council meeting. A position shall be added following a $\frac{2}{3}$ vote by the Council.

A Co-Chair may be appointed at the discretion of the elected Chair of any subcommittee. Any Advisory member not holding a position is encouraged to become a Co-Chair or join a subcommittee. Subcommittee Chairs are strongly encouraged to host, at least once during their term, a virtual workshop about their service position.

The Chair may appoint, at their discretion, an Education & Participation Chair. This Chair serves to encourage active Council participation by all members of Advisory; to support new Advisory members as they navigate their first year; to help all members of Advisory be active & informed about the Council; & other duties as they see fit.

3.2.1 Archivist

- i. Act as the caretaker of the archives (Host Committee merchandise, fliers, banner, etc.; bid books; other archival material as available) in such a way that there is no substantial distortion of the material;
- ii. Act as custodian of the Convention banner, storing the banner between Conventions & delivering the banner to the current Host Committee;
- iii. Acts as the liaison between ESCYPAA & the GSO Archivist, Area Archivist, & any other related AA entity;
- iv. Follows, to the best of their ability, the Archives Guidelines set forth by GSO;
- v. Shall work with the Host Committee on matters pertaining to the Archives including:
 - ESCYPAA Archives display for the Convention
 - Materials to be collected before, during, & after the Convention
- vi. Responsible for creating & submitting a projected budget for each Convention year.

3.2.2 Bid City Liaison(s)

- i. Act as the liaison between the Advisory Council & assigned committee bidding for the following Convention & provide updates to the Advisory Council at each meeting;
- ii. Assist the Outreach Chair in preparing bid invitations to various New York State AA entities;

- iii. Work closely with Outreach Chair to encourage attendance at events, outreach calls, ESCYPAA convention, etc.
- iv. Have knowledge of ESCYPAA bid requirements & provide that information to assigned bid city;
- v. Stay in close contact with Bid Committee, particularly those responsible for the bid package;
- vi. Suggested attendance of 4 bid committee meetings &/or events throughout the bid year;
- vii. Liaison should make every attempt to be present for bid city's steering committee elections & available to help facilitate if asked.

3.2.3 Non-Bidding Cities Liaison

- i. Act as the liaison between the Advisory Council & all non-bidding cities in the state;
- ii. Assist the Outreach Chair in preparing bid invitations to various New York State AA entities;
- iii. Have knowledge of ESCYPAA bid requirements & provide that information;
- iv. Stay in close contact with non-bidding cities;
- v. Work closely with Outreach Chair to encourage attendance at events, outreach calls, ESCYPAA convention, etc.

3.2.4 Past Host Liaison

- i. Act as the liaison between the Advisory Council & past Host Committees;
- ii. Stay in close contact with past Host Committees cities & provide experience, strength, & hope;
- iii. Work closely with Outreach Chair to encourage attendance at events, outreach calls, ESCYPAA convention, etc.

3.2.5 Outreach Chair

- i. Inform local, regional, & statewide members of Alcoholics Anonymous about ESCYPAA & ESCYPAA events;
- ii. Form a subcommittee or appoint liaisons to help with outreach responsibilities;
- iii. Organize & Host monthly Outreach calls or video conferences for all who wish to participate;
- iv. Shall annually issue to all Intergroups, Districts, Areas, & all who request it within New York State an invitation to bid for the next ESCYPAA Convention. Included with this invitation should be:
 - Bid requirements
 - Registration forms for the upcoming Convention
 - Information about bid sessions at the upcoming Convention
 - Any other ESCYPAA information that they see as beneficial
- v. Organize & host monthly statewide AA meeting;
- vi. Work closely with the Prayer & Unity Chair to plan & outreach Midyear event;
- vii. Work closely with Bid Cities, Non-Bidding Cities, & Past Host Liaisons to outreach ESCYPAA to all of NYS;
- viii. Responsible for creating & submitting a projected budget for each Convention year.

3.2.6 Prayer & Unity Chair

- i. Open & close all Advisory Council meetings with a prayer;
- ii. Coordinate annual Advisory group inventory, location to rotate evenly throughout the state each year;
- iii. Suggest ways to uphold Advisory Council unity (including but not limited to organizing unity events, calling for a prayer during meetings if necessary, coordinating prayer partnerships, etc.);
- iv. Act as a liaison with the Host Committee & bid committees to encourage unity within those committees & between committees & Advisory Council.
- v. Responsible for Midyear Event:
 - Develops a subcommittee from within the Advisory Council, the Host Committee, & all Bid Cities to plan & carry out Midyear event;
 - Develops a budget for this event, to be voted on by the Advisory Council;
 - Invites bidding committees to attend Midyear event & solicits questions & topics for discussion from each committee, to be discussed with the Advisory Council at the event;
 - Works closely with the Outreach Chair to encourage attendances at the Midyear event;
 - Keeps a log of all past Midyear events to ensure that locations are selected to represent all of New York State on a rotating basis.

3.2.7 Web Chair

- i. Develop & curate a website which meets the needs of the ESCYPAA;
- ii. Update website in a timely manner, including but not limited to updating event fliers, posting Advisory Council minutes, adding links to the current Host Committee webpage, etc., & removing outdated content;
- iii. Ensure that the content of the website remains within the 36 principles of AA, taking into special consideration the role of anonymity on the internet;
- iv. Assist the Host Committee with their website;
- v. Coordinate ways for Advisory to more effectively communicate & function, including Zoom, Free Conference Call, Slack, Dropbox, Advisory email accounts, &/or other tools as appropriate & necessary;
- vi. Responsible for creating & submitting a projected budget for each Convention year.

Section 4: Procedures

4.1 Council Meetings

- i. "Council Meetings" the business meetings of the Advisory Council at the Convention & as scheduled throughout the year at the determination of the Advisory Council Chairperson, with attention to previous Council traditions.
- ii. Meetings will be held via Zoom video conference. This includes bi-monthly business meetings, AA meetings hosted by Advisory, & all other meetings that cannot take place in person.
- iii. Attendance at these meetings is limited to current Council members. Invitations may be extended to non-Council members in extenuating circumstances.
- iv. The Chairperson shall arrange dates, times, meeting places, & agendas for all Council meetings & inform the Council as far in advance as possible of said meetings.

4.1.1 Voting Procedures

- i. Motions, resolutions, & Convention site approval require 2/3 majority vote of the Quorum (*see AA Service Manual for further explanation of voting procedures*).
- ii. Quorum shall consist of 2/3 of the General Members of the Advisory Council. If quorum is not met, Alternate Advisory Member(s) shall vote in the order they were elected onto the Council.
- iii. All General Advisory Council members have one vote.
- iv. Absentee voting is not permitted.
- v. A 2/3 majority vote of the Quorum is necessary to change by-laws &/or revise operating rules.
- vi. A 2/3 majority is required to remove a member from the Council; intervene in Host Committee autonomy; or other extenuating circumstances as deemed by the Council. These votes shall be conducted within the scope of AA's Twelve Steps, Traditions, & Concepts, & in accordance with our primary purpose.

4.2 Council Finances

4.2.1 General Financial Procedures

- i. All Council financial transactions shall be made through Advisory Council bank accounts, without exception.
- ii. No member of the Council shall incur expenses outside of the approved yearly Council budget without first receiving a 2/3 majority approval from the Council.
- iii. The ESCYPAA P.O Box, bank accounts, & other similar Council materials shall not be used for anything other than ESCYPAA business.
- iv. The Operating Committee shall submit, for approval, the distribution of funds for the coming year.
- v. The Council shall maintain a prudent reserve of \$7,500, to be used only in the event of extreme circumstances & upon approval by a 2/3 vote of the Council.

4.2.2 Travel Stipends

- i. Travel stipends are provided to allow all to serve on Advisory & meet the expectations of their service commitment regardless of personal financial situation.
- ii. All Advisory Council Members shall pay their own expenses that exceed stipends.
- iii. All stipends will be paid by check, without exception.
- iv. Stipends will be paid out only if Advisory's financial position allows.
- v. All Advisory members will receive \$125 for attending the ESCYPAA Convention & at least two other in person Advisory

meetings (Host elections, Midyear event, host campout, Advisory Unity event &/or in person group inventory) and one host event to receive a travel stipend.

4.2.3 501(c)(3) Status

ESCYPAA Inc. is a fully recognized 501(c)(3) Non-Profit Organization. The work of the corporation shall be carried out by and through the Host Committee and the Advisory Council. The Treasurer is responsible for filing the annual tax return required for all 501(c)(3) organizations using IRS Form 990.

4.3 ESCYPAA Convention Procedures

4.3.1 Convention Site Selection

- i. The Advisory Council shall be the final authority on site selection for each ESCYPAA Convention.
- ii. Convention site approval requires 2/3 majority vote.
- iii. In the event that no city presents a bid, an emergency meeting of the Advisory Council shall be called without delay. All past & present Council members will be invited to attend in order to find a suitable site for the Convention or determine if the Convention should be suspended, as well as determine the subsequent fate of the Council & its functions.

4.3.2 ESCYPAA Convention

- i. Each ESCYPAA Convention shall be designated as such & distinguished with a sequential number so as to preserve their autonomy & character.
- ii. ESCYPAA shall not be held in conjunction with, or in conflict with, any other large-scale AA functions.
- iii. The Host Committee shall be given all prior Convention materials along with any other information that previous Host Committees or the Advisory Council possess pertaining to the Convention.
- iv. At each ESCYPAA Convention, the first 30 minutes of the Saturday Advisory Council meeting (traditionally held after the bid sessions) will be open to all who wish to attend for the purpose of questions, concerns, suggestions, or comments related to the Convention &/or the Advisory Council. All items presented will be discussed later by the Advisory Council.
- v. The Advisory Council, as custodians of ESCYPAA, will seek ways to help the ESCYPAA Convention & the Host Committee in the event of extreme need or if the future of ESCYPAA is deemed to be in jeopardy.

4.3.3 Close of ESCYPAA Convention

- i. The outgoing Convention Committee has 90 days after the Convention to disband. Before the end of these 90 days, they will:
 - Forward all important information, items for Archives, & any other materials that will serve to support future ESCYPAA Conventions to the Advisory Council.
 - Submit a final financial statement to the Advisory Council Treasurer.
 - The Host Committee will meet following the close of the convention to discuss and vote on disbursements of all excess funds. "Excess funds" is all money left after all financial obligations have been met and the general ESCYPAA account is brought back to \$7500.
 - It is strongly suggested that the Host Committee review the GSO service piece MG-15 ("AA Guidelines on Finance") when discussing disbursements, keeping in mind AA's 36 Principles, particularly Traditions 4, 7, and 9.
 - The Advisory Council should also be considered a resource when deciding on disbursements.
- ii. Host shall not disband until a final decision has been made on disbursements & there is no other outstanding business from the Host year.
- iii. All materials given to the Host Committee by the Advisory Council, financial or otherwise, shall be returned in full to the Advisory Council following the close of the Convention.

Section 5: Revisions to the Bylaws

The Advisory Council Chairperson shall appoint an Ad Hoc Committee to research & draft recommended revisions to these bylaws as necessary, to be presented to the Advisory Council during a regularly scheduled Council meeting & discussed & voted on at the next Council meeting.

Originally drafted & adopted by the members of the Advisory Council on September 15th, 2014

First revision: September 22nd, 2015 [adopted]

Second revision: 2017 [not adopted]

Third revision: 2019 - 2020 [adopted on 6-6-2020]

Fourth revision: 2022 [adopted on 11-2022]