ESCYPAA, Inc. — Policies & Procedures Manual

1. Governance & Meetings Policy

1.1 Council Meetings

The Advisory Council shall conduct regular business meetings virtually or in person as scheduled by the Chairperson. Attendance is limited to current Council members unless invited for special purposes.

1.2 Quorum & Voting

A quorum consists of two-thirds of General members. Motions, convention site selection, financial approvals, bylaw revisions, and disciplinary actions require a two-thirds majority vote.

Absentee voting is not permitted.

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2. Financial Management Policy

2.1 Banking & Controls

- All ESCYPAA funds shall flow through Advisory Council accounts only
- Two authorized signatories required
- No expenses incurred outside approved budgets without Council approval

2.2 Budgeting

- Annual operating and event budgets must be approved by the Advisory Council
- Subcommittees must submit projected budgets annually

2.3 Prudent Reserve

ESCYPAA shall maintain a minimum reserve of $10,000 for emergency use only upon Council approval.

2.4 Disbursement of Funds

Funds shall be allocated annually in the following order: 1. Reserve replenishment 2. Operating budget replenishment 3. Approved stipends 4. Contributions to AA entities

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3. Travel Stipend Policy

Travel stipends may be issued when financial conditions allow, following full replenishment of reserves and operating budgets.

Each travel stipend will be divided into 4 chunks comprising the HOST Elections, Convention, and 2 events attended. To qualify, a minimum of 2 HOST events must be attended.

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4. Compliance & Reporting Policy

The Treasurer shall ensure: - Accurate financial records - Annual IRS Form 990 filing - Proper documentation of transactions

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5. Convention Operations Policy

5.1 Site Selection

The Advisory Council retains final authority over convention site approval by two-thirds vote.

5.2 Host Committee Oversight

Host Committees operate autonomously with Advisory guidance, including recordings of the main speakers, and financial oversight.

5.3 Close-Out Procedures

Within 90 days of convention close, Host Committees must: - Submit final financial reports (Ledger) - Transfer archives and materials - Complete disbursements

5.4 Contingency

In the case that there are no bidding committees, Advisory can:

a) chose to host the convention themselves.
    i) Steering Committee must be compromised entirely of advisory members
b) will take a gap year, or “Unity Year”
    i) Advisory committee members will help build strength throughout the New York YPAAs
    ii) An Events Chair position will be added
    iii) Event Timeline (quarterly): 1st event in January | MidYear in April | 3rd event in July | Bidding Event in October

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Approved by the Advisory Council of ESCYPAA, Inc.