

# **Boise Area Committee of Young People in Alcoholics Anonymous (BACYPAA) By Laws**

## **Facts, Aims and Purposes**

We are the Boise Area Committee of Young People in Alcoholics Anonymous!

Our history began when young members of AA wanted not only to stay sober themselves but to carry the message to other still suffering alcoholics. We started meetings in the Boise Area and hosted dances and other events. We also attended YPAA conferences in other states. As our numbers grew we started bidding for these conferences, hoping to bring the fire YPAA has for sobriety back to our home town. After years of continued effort the committee was awarded the Western Area Conference of Young People in AA and WACYPAA XI was held in Boise in 2008. Since then YPAA has blown up in Idaho! YPAA groups have taken root in other cities. The Area 18 committee moved to create a YPAA Liaison and in 2011 we started our own Idaho YPAA conference. We call it Soberlution. It's awesome.

We exist to serve the Boise AA community and surrounding areas. We bring the joy of sober living by hosting a variety of events, supporting other groups, and raising funds to help carry the message. Basically, we do anything we can to inspire and sustain the AA way of life! We aim to be of maximum service to other alcoholics, to foster unity in our AA community and to make sobriety attractive by insisting on enjoying life. We do this to create the fellowship we crave, for ourselves and for you.

All are welcome here. There is no age limit in Young People's AA. Keeping with our Third Tradition; "The only requirement for membership is a desire to stop drinking."

## **General operating procedures**

- 1) Meeting format
  - a) Chair shall govern topics according to Approved agenda format
    - i. See Appendix A for Copy of agenda format
    - ii. Chair reports- this is time to report things directly related to your position.  
Please limit reports to those things pertaining to your position directly. Reports should try and stay around 3 minutes. In the case that there is a lot to report please submit your full report in writing, and simply hit the jist of your subject matter during your report. Motions other than motion to accepting reports are not to be made during reports. The treasurer's report will be accepted by motion and simple majority. All chair reports will be accepted by motion and simple majority at the end of all reports.
    - iii. Young business (formerly known as old business)- This is defined as motions or discussions that have been tabled or are ongoing from a previous meeting.
    - iv. New Business- New business is the time to bring motions forward that have not

yet been presented to the group. New business items should be submitted to the chair prior to the meeting in order to get on the agenda. This is not the time for open discussion. Make a motion or shut-up!!

- v. Open discussion- is the time for discussion of items with no motion attached yet. Items will be discussed for approx 5 minutes per topic, at which point the chair will ask if a motion has been generated to add to new business of the next meeting.
  - b) No one shall speak until they have the floor
  - c) No one shall have the floor until recognized by the chair except in certain instances
    - i. Point of order- anyone can intercede at any time when rules of order are not being followed; or when the agenda is not being followed.
    - ii. Point of information- anyone can intercede at any time to correct factually inaccurate information being presented to the group; this is not for oppositional opinions, but rather strictly for pertinent facts.
    - iii. Call the question- This can be done in an effort to move forward towards a vote when discussion is being rehashed.
    - iv. Prayer- The prayer chair reserves the right to intercede at any point that the meeting loses its primary purpose or when shit gets outta hand.
    - v. Withdraw of motion- The person that made the motion under current discussion may intercede for the purpose of withdrawing the motion.
- 2) Quorum Defined
- a) A quorum is not met unless 4/5<sup>th</sup> of the individuals holding the following chair position are present:
    - a. Chairperson
    - b. Co-Chairperson
    - c. Treasurer
    - d. Co-Treasurer
    - e. Secretary
    - f. Out-Reach Chair
    - g. Prayer Chair
    - h. General Service Liaison
    - i. Events Chair
- 3) Voting
- a) All voting shall be done like pirates **ARRRR!!! & NARRR!!!!**
  - b) All members except the chair have the right to vote.
    - i. Members are defined as anyone with a desire to stop drinking who so wishes to call themselves a member.
    - ii. The chair is allowed to vote whenever the vote is for the purpose of filling a position.
  - c) Third Legacy Voting
    - i. Requires Quorum
    - ii. See the AA General Service Manual
  - d) 2/3<sup>rd</sup>'s majority voting \* requires quorum

- i. Required for- approval of expenditures, By-law changes, any position not filled through a 3<sup>rd</sup> legacy vote.
- e) Simple Majority
  - i. Defined as more than 50% of the vote to pass
  - ii. Used for all votes not specified under the other 2 voting procedures.
- 4) Making Motions
  - a) All members except the chair (or co-chair when acting as chair) have the right to make motions
  - b) Once a motion is made, a 2<sup>nd</sup> is required for further discussion and voting, without a 2<sup>nd</sup> a motion is not discussed or voted upon.
  - c) If a motion is 2<sup>nd</sup> the chair opens the floor for discussion
  - d) Discussion will happen
  - e) Once it is over, we will vote
  - f) The motion will pass or fail
  - g) Dinner is done BITCHES!!
- 5) Welcoming- new people; new filled positions
  - a) All new people and newly filled positions will be welcomed in the YPAA way

### **By Law Amendments**

All by-law changes and amendments require a 2/3<sup>rd</sup>s majority vote with quorum present.

### **Elections**

1. All defined positions above will be elected via Third Legacy Procedure (see the AA General Service Manual)
  - a. All the above positions will have co-chairs; these are elected by simple majority (except the Co-Chair and Co-Treasurer)
2. Elections are held annually, in the first meeting held in the month of December
3. **Oh shit! Elections** may be held upon a 2/3<sup>rd</sup> majority vote with quorum present.
4. Rotations of the committee positions will occur during the period between elections and the first meeting after January 1<sup>st</sup>, newly elected position holders will attain their position on the first meeting after January 1<sup>st</sup>.

### **Resignation-**

1. What constitutes a Resignation-
  - a. Relapse
  - b. Two No Call No Shows

### **Removal-**

1. What constitutes Removal-
  - a. Theft, fraud, or other deliberate action damaging to council's financial or reputational interests

- b. Consistent or significant failure to fulfill his or her elected duties
- 2. Removal consideration –
  - a. The council shall keep in mind the AA principle of refraining from taking personal punitive action toward any member, but at the same time be mindful of the council's responsibility as a service committee and custodians of the welfare of the council

## **Positions**

Each chair position shall have the option to hold sub-committee meetings to accomplish tasks related to their position. These will be done outside of the regular business meetings.

- 1) Chair (SICYPAA Area Liaison) –
  - i. 2 year requirement
  - ii. 2 year term
  - iii. Signer on the bank account
  - a. Attend Area 18 meetings
  - b. Encouraged to attend PRAASA
  - c. Reports to SICYPAA on what happened at the Area 18 meetings
  - d. Report to Area 18 on what SICYPAA is doing in the area
  - e. Coordinating the group's efforts towards Area 18 involvement
  - f. The Chairperson shall conduct and preside over all group meetings
  - g. The Chairperson shall provide a meeting agenda
  - h. The Chairperson shall be completely impartial at all meetings and shall have neither voice nor vote, except to break a tie
  - i. The Chairperson shall be empowered to call special, **Oh Shit! Meetings** for urgent reasons and for such meetings an attempt shall be made to contact all group members prior to the special meeting to ensure a full group conscious is present
  - j. The Chairperson may summaries, without bias, the pros and cons of all issues and motions presented for decision
  - k. Responsible for helping out with all other positions when necessary
  - l. Coordinate Young People's recovery throughout Area 18
- 2) Co-Chair –
  - i. 2 year requirement
  - ii. 1 year term
  - a. The Co-Chair, in the absence of the Chairperson shall assume all the responsibilities of the Chairperson.
  - b. Responsible for helping out with all other positions when necessary.
- 3) Treasurer –
  - i. 2 year requirement
  - ii. 1 year term
  - iii. Signer on the bank account
  - a. The Treasurer shall keep an accurate account of all income and disbursements of the group
  - b. The Treasurer shall be accountable for all monies received and disbursements for the group

- c. The Treasurer shall provide once a quarter an accurate account of all income and disbursements to the group along with the groups current bank statement(s)
  - d. The Treasurer shall be aware of their financial responsibilities under the section Financial Procedures of these by laws
- 4) Co-Treasurer –
- i. 2 year requirement
  - ii. 1 year term
  - iii. Signer on the bank account
  - a. The Co-Treasurer in the absence of the Treasurer shall assume all the responsibilities of the Treasurer
  - b. The Co-Treasurer shall be informed of the group's income and disbursements
- 5) Secretary –
- i. 1 year requirement
  - ii. 1 year term
  - a. The Secretary shall be responsible for taking the minutes at each meeting
  - b. The Secretary shall be responsible for keeping and maintaining an accurate group phone and email list
  - c. It is encouraged, but not required that the Secretary attend every meeting
- 6) Outreach Chair –
- i. 6 month requirement
  - ii. 1 year term
  - a. The Outreach Chair shall coordinate and inform the group of events, meetings, and other activities for the group to attend
- 7) In-reach Chair –
- i. 6 month requirement
  - ii. 1 year term
  - a. The In-reach Chair shall coordinate and inform the group of events and activities for group members to encourage group unity.
  - b. Sit next to newcomers and first time visitors to help them feel welcomed and informed
- 8) Webmaster –
- i. 6 month requirement
  - ii. 1 year term
  - a. The Webmaster shall be responsible for the website creation and upkeep
  - b. The Webmaster shall have a thorough understanding of the 11<sup>th</sup> tradition of Alcoholics Anonymous which states: Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio, and films.
- 9) Archives Chair –
- i. 1 year requirement
  - ii. 1 year term
  - a. The Archives Chair shall maintaining a group history

10) Arts & Graphics Chair –

- i. No time requirement
- ii. 1 year term
- a. The Arts & Graphics Chair shall be responsible for creation of the group's flyers, merchandise logos and graphics
- b. The Arts & Graphics Chair shall also be responsible for any assistance and development of any and all of the other of the group's graphic needs

11) Merchandise Chair –

- i. 2 year requirement
- ii. 1 year term
- a. The Merchandise Chair shall be responsible for holding all inventories
- b. The Merchandise Chair shall be responsible for keeping an accurate inventory of all merchandise
- c. Providing the group with price quotes and vendors for merchandise
- d. Working with arts and graphics to develop a design
- e. Work with treasurer to provide sales report

12) Hospitals and Institutions (H & I) Liaison –

- i. 90 day requirement
- ii. 1 year term
- a. Shall attend regular H & I meetings.
- b. Reports to SICYPAA on what happened at the H&I meetings
- c. Report to H&I on what SICYPAA is doing in the area
- d. Coordinating the group's efforts towards H & I work

13) Cooperation with the Professional Community / Public Information (CPC/PI) Liaison –

- i. 90 day requirement
- ii. 1 Year term
- a. Shall attend regular CPC/PI meetings.
- b. Reports to SICYPAA on what happened at the CPC/PI meetings
- c. Report to CPC/PI on what SICYPAA is doing in the area
- d. Coordinating the group's efforts towards CPC/PI work

14) Prayer Chair –

- i. No requirement
- ii. 1 year term
- a. Keeping and maintaining the singleness of purpose and group spiritual wellbeing, by asking the group to pause and join in prayer
- b. Opening and closing the meeting in prayer

15) General Service Liaison (GSL) –

- i. 90 day requirement
- ii. 1 year term
- a. Attend district and Intergroup meetings
- b. Reports to SICYPAA what intergroups and districts are doing in the area
- c. Report to districts and intergroups on what our group is doing in the area
- d. Coordinating the group's efforts with districts and intergroups as needed

- 16) New-comer Chair –
  - i. 6 month requirement
  - ii. 1 year term
  - a. Sit next to newcomers and first time visitors to help them feel welcomed and informed
  - b. Help bring new people to the group by coordinating events
  - c. Provide phone lists, new comer literature, and meeting schedules
  
- 17) Events Chair –
  - i. 6 month requirement
  - ii. 1 year term
  - a. Put together panels, workshops, discussion groups, and events that are recovery based

### **Ad-Hoc Committees**

If you have read this far in the by-laws, please stop, meditate, grab a cookie and pat yourself on the back! We are voting you in as secretary for being such a great steward of the by-laws.

- 1) A committee with a special purpose outside of the scope of the regular business and sub-committee meetings
- 2) The council will elect a chair for each ad-hoc committee via simple majority vote
- 3) The chair shall be responsible for running the ad-hoc committee and reporting progress to the council

### **Oh Shit! Meetings**

- 1) A meeting called by the Chair to handle council's urgent business as needed between regularly scheduled business meetings
- 2) This meeting will respect the regular meeting format and voting requirements/procedures (E.g. Quorum, Third Legacy Procedure, Motions, etc.)
- 3) The chair shall be responsible for reporting what happened at the Oh Shit! Meeting to the regular business meeting

### **Financial Procedures**

- 1) Signers – See the position descriptions
- 2) All spending by the council shall be approved by 2/3rds majority
- 3) Prudent Reserve
  - a. Enough money to pay for two business meetings and a fundraising event
  - b. The prudent reserve is to be used only in case of fiscal emergency
  - c. The specific amount of the prudent reserve will be defined by the treasurer and agreed to by the council via 2/3rds majority vote