

## APPENDIX

### **Bidding Requirements**

If you wish to host a GCYPAA in your area, read the following requirements. If you have any questions, please contact the Advisory Council or the Host City.

1.

Three AA members under 40 years of age with a minimum of one year of sobriety must represent the bidding city. Support by AA members of all ages is strongly encouraged.

2.

Bidders must have commitments from at least two appropriate facilities (hotels, universities, convention centers, gymnasiums, etc.) so sized as to be able accommodate the entire conference. Please include the proposed dates and diagrams of the available meeting space. All costs, both to the committee and to the attendee, must be outlined.

3.

Bidders must have available a temporary pre-registration flyer with a mailing address.

4.

Whenever possible, provide that no large scale AA activity will be held in their city within a 30 day period before and a 30 day period after the conference date.

5.

Statements of support from the DCM or intergroup secretary or regional counterpart must be brought to the bidding conference.

6.

Prospective bidders will be required to demonstrate financial autonomy and responsibility within the traditions of AA as a whole, being directly involved in any activity from which funds are appreciated.

7.

The new host city must agree that all proceeds after expenses are to be turned over to the Advisory Council for their disposition.

8.

There will be a maximum limit of 30 minutes for the presentation by each bidding city.

9.

Bidders must concisely state how hosting the Conference in their area will serve to carry the message of recovery to alcoholics in need, especially the young person in Georgia.

10.

Conference theme must be taken from a direct quote from the Big Book of Alcoholics Anonymous and the Peach trademark should be incorporated into all conference paraphernalia.

The following is a suggestion by the Advisory Council and may be considered by the Bidding Committee:

Experience has shown that the months of June, July and August are good months to host a Young People's Conference. The long holiday weekends have allowed extra time for the conference.

### **“Cheat Sheet” for Hotel Contracts**

Over the last few years, a number of people have asked me about putting together a so called "cheat sheet" for obtaining a good contract with a hotel. I am no expert, so this is not the end all be all, however my service and professional experience working for the hotel side have taught me some hard lessons. So, with that, here are my suggestions. Please feel free to pass this on to any who could use it.

The hotel is a business; it and its employees deserve respect. They also do this all the time, so you are playing poker against a card shark, don't let your ego tell you that you are equal, that's like a newcomer telling you that they know more then you about staying sober, yet they have three days "again". Like elsewhere in our program, you get power buy admitting powerlessness.

Two many cooks will spoil the broth. Two is enough; three at the very most should go to meetings with hotel staff. One person should be designated as taking the lead, so that you look professional, and like you are not perceived as not unified, they will see this as a weakness.

Your dress should be at the very least, business casual. Smoking and profanity should be left outside the hotel door. Make sure you take notes, they will be. Don't commit to anything at the first meeting; let them understand you will go over everything carefully and that you will be back in touch.

Ask them for their hotel night count for the weekend you want to have the conference the previous year. This will allow you to know how really full they were. They have this, and although they don't want to give it to you, they will. The lower the hotel was full that weekend last year, the more leverage you have on the room night cost.

Always start with the hotel at least 90 days ahead of time, better yet 6 months. Also, never let them know how many other hotels you are dealing with. Also never put all your eggs in one basket.

Never take what they offer the first time. IF they pull the "I have to check with my manager" say ok, commit to nothing, and ask for a meeting with the manager present the next time. You have the most weight to negotiate when the person with authority is in the room.

Never count on your salesperson being at the hotel when your conference happens, they get married, new jobs, promotions, etc. All the handshake agreements are out the window. Handshakes are for amateurs, not for contracts for sound business as concept six talks about in our service manual. The Concept is clear, in order to reach your spiritual aim, you must be an effective business operation.

Meeting Space:

Most hotels give you this on a sliding scale, based on your room nights, standard in the industry. They will show a charge per day for the cost of the space if you don't meet your block. The first thing that should be done is that these per day meeting space charges should become an entire weekend charge, not per day. The put it in there for novices, a professional meeting planner would never let it get by, they will give you the entire weekend charge without much of a fight.

Cut-Off Dates:

All hotels have to have these, usually 30 days out; it's also standard in the industry. We all know of conference where the hotel has room but won't give the conference rate after. I have recently used in two conference contracts, the 80% rule. This is a clause put in the contract that agrees to the 30 day cut off date like normal, but then adds that as long as the hotel is less than 80% full, they will honor the conference rate up to and including the conference. Also make sure the rate is good at least 3 days before and after.

Credit / Master account:

How many conferences have called me a week before, because there hotel has told them that they want all money up front as the contract calls for. We get ourselves in this trouble. The standard clause says that the committee must fill out a credit application 30 days before the conference. This helps nobody. Two ways around this. One, tell them to run your credit now, so that you know before you sign the

contract, what they will make you pay before hand. Number two, and my favorite that hotels go for is a "worst case scenario" clause. This works like this, the committee agrees that if there credit is no good, they will pay the banquet charge and a deposit of \$2500, by Friday at 12 noon of the conference. They let you know at least the worst it can be. You have the banquet money anyway by that time, and 2500, or lower for a smaller conference is usually easy to come up with.

#### Construction:

Many hotels like to use conventions like ours as a good time to do renovation, well again, we are not door mats, we deserve what the rest of the world gets. I have a clause added that if major construction or renovation of the hotel is taking place during the conference, that the meeting space charge is waved regardless of room nights. I just had this added in a conference contract for a friend, and the hotel easily added it. Also, a clause for the pool should be in their. IF the pool is closed any day of the weekend, the meeting room space is waved.

#### Air Conditioning:

I know of at least three AA conferences where hotels have had AC failures over the weekend. Remember that guests can get there own compensation from the hotel, we are responsible for the common areas and meeting spaces.

Have them add a clause that should the AC fail, that they will have extra water stations out, and that they will provide free ice tea also while the AC is out.

The one comp room per 50 is common and standard in the industry. And regardless of what people say, very few hotels will give you a cash credit instead. I like to use this for either speaker or hospitality rooms. SO in the contract make sure that the 1 or two suites you have for hospitality, you are charged the cost of a conference rate room. This will then let a one for 50 cover a suite cost for a hospitality room.

#### Signers:

Make sure the contract states that only those people the committee designates to the hotel in writing before the conference b=can sign for the committee. It should state that any charge signed by others will not be paid by the committee.

#### Microphones and podiums:

You should at least get one each for every room over the weekend.

#### DJ equipment:

Have them state in the contract that the DJ can go in and out of the hotel on the loading dock with no cost or charge to the committee, same for the taper. Also, have them state in the

contract the exact charge for an electrician if one is needed to connect power to the DJ. In a union hotel, you can really get hit hard. Agree to a price ahead of time, and try to get it for free in writing.

#### Coffee:

most big cities, you can't brew your own. Get a good discount, and try to get 500 - 1000 gallons as a condition of the contract. I suggest you use this at the end, as a deal breaker. Regardless, remember this, a coffee set up at some hotels is also hot water, and hot water is charged like coffee. Make sure have in your contract that hot water for tea will be free.

Tell the manager that you want to meet your convention coordinator ahead of time. Make sure you are comfortable with them. Many hotels have a number of them. Ask to meet 2 or three and pick the one your are most impressed with. The conference manager not the sales manager will make or destroy your weekend.

#### Dance ending times:

I have seen conferences where the sales person told a committee one thing (like 2, 3, 4) and the Manager on duty wants to shut the dance down at 1. Put it in your contract; try to get as late as you can. I try and work them by trying to get at least one hour later on sat night then Friday. I have been

at a conference where this happened, and the contract was shown to the manager on duty.

By the way, over the weekend, the hotel will not have a copy of your contract lying around. It's locked in the Monday - Friday sales office. So, make sure you have a copy with you at the conference that you can refer to and show to the operations staff over the weekend if you have too.

#### Liquor:

AA has no opinion on outside issues, but we do make sure our members are safe. Have them put in the contract that no convention from the liquor industry will be in the hotel the same weekend. Also have them state that no alcohol will be sold in public areas that your convention is in, this means hallways, not hotel bars.

#### Drunk Junk:

Another outside issue, but it can be dealt with tactfully. I ask the hotel to promise that no meeting rooms or public areas will be leased to retail merchants of any type. This wast there upstairs and don't look part of your convention.

Ask them to have a special lunch menu in there restaurants that are appealing to our members, i.e. low cost.

Outside of the contract, ask for the following, to make the weekend easier for the attendees and the hotel staff. Have housekeeping out extra towels in each room, this will prevent

calls to the front desk that will slow down service to us later on. Ask them to make sure the soda machines are filled the day before we arrive on all floors. Make sure before the weekend, you tip the staff. This will depend on if your a small conference or large, but for the most part, we have a lot of young people who have never traveled before. They do not know that hotel employees depend on these tips for their living. Most important are the following, door staff, bell staff, and housekeeping. There is always a bell captain; you can see the door men, and an executive housekeeper. If these people are happy, you will have a much smoother running conference. I can tell you what walking up to a doorman and saying the following "hi, I am \*\*\*\*\* and I am with the convention. We have a lot of young people who don't know about tipping, so the committee wants you to have this, and we want to say thanks in advance. A 20 to each doorman, maybe 100 to the bell Capt. to split up, and 100, to the housekeepers, will be worth their weight in gold. Make sure you get the doorman at night and day, and I suggest the hotel chair take care of this. AT the end of the weekend, if you did ok, be kind and leave a little more for them, they are they working people key to your conference. You can expect them to work hard when they are working for free. Budget this in your conference budget, remember, it depends on the size of your conference. I think at NY ICYPAA we tipped a total of 500, and the staff worked there ass off for us.

I have also seen conferences that have sent a few pizzas to the night staff for all their help. Remember, it won't be the gal or guy who signed your contract that makes your conference

run smooth, it will be the person at the door or cleaning your room.

#### Parking:

If the hotel says an outside agency runs parking, set up a meeting with there manager. Find out what they normally charges and work down from there.

#### Roommates:

When possible, you want the same rate for single, double, triple, and quad. Make sure you have a few bids from hotels, and never let the hotels see in writing what you have from the other hotels. Always wait until the very end to ask for a lower rate. Never agree to a rate or contract over the phone, a face to face will pay off in spades. When you are at the final stage, and they want you to agree, tell them you need to speak to your committee or sleep on it.

Ok, that's the important stuff, other minor stuff is standard, but these are some time tested additions to hotel contracts. Also remember that just because a person is either a lawyer or council member, does not make them a contract expert. Meeting planners taught me all I know about hotel contracts because they do this everyday.

If all you do is change numbers and don't add any language of your own to the contract, chances are they are taking you down the novice highway by a skilled hotel salesperson that

will have you sign, smile, shake your hand, and jump for joy when you leave because you sold the store for nothing.

Oh two more things:

The first is any banquet type activity. Never, ever, commit to an amount of people attending. Even if you have to pay a few dollars more for the room cost, don't take this tempting apple from the hotel sales people. Commit to having a banquet and that you will give them a number 72 hours out. This does two things. First, it prevents a major loss if people decide not to go to the banquet.

Second, and most important, it becomes the single biggest leverage you have with the hotel. As we all know, the closer we get to the actual dates, the more the hotel has you over so called hot coals, and they know it. This is that strange period 4 weeks before a conference when the hotel finds all kinds of new charges to charge you for. This happened just last week at a conference I will not name. However I did have a hand in the contract. The hotel wanted to charge 2700 for a union electrician to be on duty the whole weekend because the taper being present required it under union rules. 2700 to an AA conference can make or break it. Here's where the banquet came in handy. When you commit to 72 hours and a price, but not the number of plates, it gives you the choice to do the following: Tell the hotel you will only be ordering one banquet 72 hours out. This is totally contract cool, and the hotel people will freak. Last week we told them we had 350 sold, but that if they wanted to charge us 2700

for an electrician, then they could send home their entire union catering staff as we would cancel the banquet. The hotel wound up eating all but 250 of the electric cost, but understand, they did this because they want the banquet revenue. It's an awesome bargaining chip.

Also, due to 9/11, a new clause has become standard on the meeting planners side (the people who plan hotels for big companies with hotels, like our equal of the hotel chair). It is inserted under the cancellation section: "In the event of an un-foreseen act of terror that prevents or disrupts travel in the United States (air, train, bus, or private vehicle)"Insert name of conference" will not be held responsible for not meeting its contractual requirements with the hotel."

That's it. Hope all are having a good day.

Billy

## Host Committee Responsibilities

The following suggestions are from the Advisory Council and are to be considered by the new Host Committee. They are based on previous conference experience.

1.

This conference does a greater job of carrying the message to young alcoholics when the conference planning committee is comprised of members 40 and under, with a minimum of one year's sobriety. This committee should be comprised of 15 to 21 members but no one should be excluded.

2.

Many alcoholics travel great distances to hear and meet with other young alcoholics and to learn how the young alcoholic achieves sobriety. With this in mind, the council recommends an endeavor to obtain 75% of speakers in the 40 and under age group.

3.

To comply with 7th tradition guides, the Council feels that speakers should receive registration, room accommodations

and any other expenses deemed appropriate by the Host Committee.

3. – Newly Added, May 2007

In an effort to keep the conference affordable to all members of AA, especially the young person, the maximum conference pre-registration fee is \$15 (US) and onsite registration \$20 (US). Alterations to the registration cost may be adjusted with Advisory Counsel's approval.

4.

At the conference, wherever the main registration is located or the center focal point, we urge that nothing but A.A. Conference Approved Literature be sold. Experience has shown that a "Flea Market" can develop and those unaware of our endeavor can be misled, especially by the press, radio and film. Keep the 12 Traditions in mind at all times.

5.

Schedule the following meetings on your program: "How to Bid for GCYPAA" Q&A at 11:00 pm on Friday and a bid session at 9:00 am on Saturday. A room must be made available for use by the Advisory Council for it's meetings throughout the weekend.

6.

Before closing the conference, present the banner to the new Host City and invite the attendees to the next conference.

7.

The Host Committee should be directly involved with any activity from which funds may be generated.

8.

Save time for announcements by the Advisory Council at the end of the Saturday night meeting.

9.

The Host Committee Treasurer is responsible to provide the Advisory Council Treasurer with monthly financial transactions reports and balance sheets. The Host Committee will have 90 days from the conclusion of its conference to forward a financial statement and bank statements and check registers to the GCYPAA Advisory Council Treasurer. It is the responsibility of the newly elected Advisory Council Members to ensure that these tasks are completed within a 90 day period. The Host Committee Treasurer will be prepared to sign the Federal Tax Return covering their conference activities upon request.

## **GCYPAA Advisory Council By-Laws**

### **1.10 PREAMBLE:**

We, the members of the Advisory Council of the Georgia Conference by Young People in Alcoholics Anonymous, set forth to establish and preserve, through the following principles, the experience of our predecessors. In 1991, the Georgia Conference by Young People in AA (GCYPPA) was founded for "one primary purpose - to carry the message to the alcoholic who still suffers," especially the young person in Georgia. In 1992, at the Macon Conference, a permanent Advisory Council was established for the preservation of the experience and material of the Conference. We think it beneficial to establish a custodian to preserve the efforts and experience of the Conference, lest it be lost. We also believe it beneficial to share our experience with all who request, for it is through carrying this message that others may discover this solution within the framework of AA and "join us in brotherly and harmonious action."

### **1.20 AMENDMENTS:**

In an effort to convey to all members of Alcoholics Anonymous that GCYPAA is not exclusively for young people, but rather for all who want to stay sober and help the alcoholic who still suffers, in 1996 it was decided by the Advisory Council to have GCYPAA changed from Georgia Conference of Young People in AA to Georgia Conference by Young People in AA. We, the Advisory Council for the

Georgia Conference by Young People in AA, are hosting an annual conference for all to share in this happy, joyous, and free life we have been given with the gift of sobriety.

#### 1.30 PURPOSE:

GCYPAA was formed for the expressed primary purpose of carrying the message of Alcoholics Anonymous through its annual celebration of sobriety among young people in AA, website, post office box, events, and other outreach tools. The Advisory Council is the custodian of the Conference experience. It shall offer, to anyone who requests it, information regarding young people and young people's groups as pertaining to the AA recovery program. It shall make its knowledge and experience available, on a regular basis, to the General Service Office (GSO) and AA as a whole on for use throughout AA.

#### 1.40 STRUCTURE OF THE ADVISORY COUCIL:

1.41 Each Host Committee shall elect by "Third Legacy Procedure" (see AA Service Manual) three (3) members to serve a term of four years (their conference and four traveling conference) on the GCYPAA Advisory Council. The incoming Advisory Council members will not be required to assume an active role until after their city has concluded the Conference. However, they are encouraged to participate in Advisory meetings during their Conference and will have a recognized vote. Participation in the selection of the new host city is contingent on being present for the bid session and the entire deliberation session. Elections for Advisory

Council Members and Alternates should be held 2 – 3 weeks prior to the conference date.

1.42 Those being appointed must have served on the Conference Host Committee continuously for six (6) months prior to the actual conference on which they have served, be members of Alcoholics Anonymous, have reached his/her eighteenth (18th) birthday, have at least two (2) years of continuous sobriety, and have practical experience with AA's Twelve Steps.

1.43 Alternates shall be members of the Host Committee who are chosen, either by election of the Host Committee or appointment by the elected Advisory Council members from that Host Committee to replace members from their host city that may resign. These alternates shall be selected and provided to the Council in sequential order (i.e. alternate #1, alternate #2, etc.).

1.44 Should the Advisory Council not have full membership, previous Advisory Council Members, starting with the last to rotate off, may be called back within ten (10) years after their term lapses to serve regardless of age until full membership (12 members) is once again maintained.

1.45 Failure to attend two consecutive standing scheduled Advisory Council meetings shall be considered voluntary resignation.

1.46 Consumption of alcoholic beverages shall be considered resignation.

1.46 Vacant Council seats shall be filled by previously designated alternates as approved by the Council.

1.47 Council members shall not have reached their fortieth (40th) birthday upon election, but shall serve until their term expires, regardless of age.

1.50 PROCEDURES:

1.51 The Advisory Council shall maintain a post office box for correspondence, and a list of current Advisory Council members including contact information.

1.52 The Secretary arranges to ensure all rents are paid on the post office box and that all correspondence is responded to appropriately.

1.53 The Advisory Council shall establish a letterhead for use by all Advisory Council members for Council business.

1.54 The Operating Committee should bring to the full Advisory Council for approval any amendments to the “Facts, Aims, and Purposes of the Young People’s Groups,” the Conference Bidding Requirements, and Advisory Council by-laws.

1.55 The Advisory Council financial transactions shall be made through its bank accounts. No member of the Council shall incur expenses in the Advisory Council’s name in excess of \$100 without first receiving a two-thirds majority approval of the Advisory Council.

1.56 The Advisory Council shall act as a body and no individual shall act independently of the Advisory Council conscience in the Advisory Council’s name.

1.57 The post office box, bank accounts, and all Advisory Council material are reserved for the sole use of official Advisory Council business. All other uses are prohibited.

1.58 Any member of the Advisory Council proposing any change in the By-Laws or the Conference Guidelines should distribute copies of these proposals prior to the Friday of the meeting of the Georgia State Service Assembly (GSSA) for the purpose of evaluation by other Advisory Council members. Any emergency proposals may be added to the agenda by a two-thirds majority vote.

1.59 All materials of the Advisory Council shall be deemed property of the Council and passed on to its successors.

1.510 All Council documents and their revisions will have current date affixed as a part of those documents.

1.60 COUNCIL MEETINGS:

1.61 The Chairperson shall call for and arrange the meeting place and agenda for all Council meetings.

1.62 Normal business motions and resolutions shall require a simple majority vote of the quorum. Conference site selection and officer elections shall utilize the “Third Legacy” procedure vote.

1.63 All Council members have one vote and will vote on all matters.

1.64 Absentee voting is not permitted.

1.65 A two-thirds vote is necessary to change By-Laws or rescind any operating rules.

1.66 The Advisory Council shall have sole authority in choosing the conference sites.

1.67 In the event no bid is presented for consideration, an emergency meeting of the Advisory Council shall be called without delay. All previous and present Advisory Council members will be invited to attend in order to find a suitable site for the Conference, determine if the Conference should

be suspended, and/or determine the subsequent fate of the Advisory Council, the Conference, and any continued function.

1.68 The Operating Committee shall submit for approval distributions of funds for the coming year. The Advisory Council shall endeavor to maintain a prudent reserve for Conference support, if necessary. It should allocate funds so as not to cause unnecessary delay and confusion. It is so designated that \$2,000 be maintained as prudent reserve. The Conference and reserve funds are arbitrary figures based on current economic conditions and can be altered by a simple majority vote of the Advisory Council.

#### 1.70 THE CONFERENCE:

1.71 The Outreach Chairperson shall annually issue to all major area central offices, young peoples' groups, those who request it, and whomever he/she deems necessary, an invitation to bid for the Conference. The invitation should include the Bidding Requirements and a current Conference flier, if available.

1.72 Council members should encourage participants throughout the year to preserve the Conference. The Advisory Council will be the ultimate authority in choosing the Conference site and will hear bids at its annual Conference meetings.

1.73 All Young Peoples' Conferences shall be designated as such and also shall be designated with a number so as to preserve its autonomy and character. They shall not be held

in conjunction with or in conflict of any other major AA function.

1.74 All Conference memorabilia must have a peach on it as a Conference trademark.

1.75 The theme of the Conference should come from a direct quote out of book Alcoholics Anonymous.

1.76 All Advisory Council, Conference Host Committees, or other Advisory Council groups members and designees are under full obligation to pay their own expenses and can not expect the Advisory Council or Conference to assume any financial obligations. However, any materials and/or financial assistance given by the Advisory Council shall be returned to the Advisory Council if available from Conference monies, after expenses. The Conference Host Committee has sixty (60) days after the Conference dates to forward all financial statements and excess monies to the Advisory Council Treasurer. It shall be the responsibility of the newly elected Advisory Council members of the Conference Host Committee to make sure the financial statements and excess Conference monies are forwarded to the Advisory Council Treasurer within the sixty (60) day period.

1.761 After each conference, GCYPAA will contribute 10% of that conference's net income to Georgia State Service Assembly (GSSA) accompanied with a 'Thank You' note to GSSA / Area 16.

1.77 The Conference Host Committee shall maintain a permanent address until such time after the Conference that all Conference business is completed at which time a forwarding notice will be placed with the Post Office to forward correspondence to the Advisory Council permanent address.

1.78 Any Conference Bid Committees should be freely offered copies of all prior Conference materials together with whatever individual or collective information the Advisory Council and its members' possess. The Advisory Council stands ready to assist when requested or when the Host Conference Committee appears to be having difficulty. In such case, the priority of the Advisory Council will be to reestablish the autonomy of the Host Conference Committee as soon as possible.

1.79 All Host and Bid Conference committees are distinct committees and should be given complete autonomy from the Advisory Council.

## 2.0 OPERATING COMMITTEE:

2.01 Terms - The Operating Committee shall consist of the following positions: Chairperson, Co-Chairperson, Secretary, Treasurer, and Outreach Chairperson from the Advisory Council. They shall not take actions individually or collectively on behalf of the Advisory Council or GCYPAA without the consent of the entire Advisory Council. The Advisory Council may decide at any time to create other positions or sub-committees which shall serve at the pleasure of the entire Advisory Council. (Adopted: September 2005 - Savannah)

2.02. Eligibility – The Operating Committee members must have served on the Advisory Council for one (1) year prior to their election to the Operating Committee. Operating Committee members may not be re-elected to serve more than two (2) years unless hardship occurs. All Operating

Committee members will be elected by "Third Legacy Procedure" (see AA Service Manual) (Adopted: September 2005 - Savannah)

## 2.1 CHAIRPERSON:

The chairperson shall plan, arrange, and announce the agenda for all Advisory Council and Operating Committee meetings, reserve the Advisory Council and Host Committee a hotel room at the Georgia State Assembly (GSSA), open Advisory Council and Operating Committee meetings, maintain meetings in a reasonable order; recognize members entitled to the floor; state and put to vote all motions properly made and seconded; announce the result of all votes; affix his/her signature to all Advisory Council actions; and be one of three signatures on all bank transactions requiring endorsement. This person shall also be the primary signature on all facility contracts; act as liaison to any AA member who has a request of the Advisory Council; Maintain a working relationship between Host Committees and the Advisory Council to ensure that the best interests of GCYPAA are being served, maintain regular correspondence with all Advisory Council members to insure that all Advisory Council tasks are being attended to; stand ready to assist in any tasks where assistance is requested or required; and keep the Operating Committee and co-chairperson abreast of all Advisory Council matters of importance. Work jointly with the Treasurer to maintain a working list of all financial obligations, and ensure that all obligations are being met, shall also act as liaison to ICYPAA and the General Service Office. This person shall hold the conference banner between conferences. At the start of

each Conference the Advisory Council Chairperson will turn the banner over to the Host Committee for display. The Advisory Council Chairperson will collect the banner again after the closing meeting of the conference. (Adopted: September 2005 – Savannah)

## 2.2 CO-CHAINPERSON:

The Co-Chairperson shall, in the absence of the Chairperson, accept the full duties of the Chairperson; carry out various duties as assigned by the Operating Committee; act as liaison to other regional and neighbor Young People's Conferences (i.e.: SERCYPAA, ECYPAA, NCYPAA, FCYPAA, etc.) and ensure that the General Service Office and the ICYPAA Advisory Council has a current list of GCYPAA Advisory Council members including current mailing address / e-mail addresses. The Co-Chairperson shall be one of the three signatures on all bank transactions requiring endorsement and remained fully informed on all Advisory Council matters. The Co-Chairperson shall also be responsible for maintaining and distributing the Host Committee packet and the Bid Committee packet to the newly elected Host Committee for the upcoming conference. (Adopted: September 2005 – Savannah)

## 2.3 TREASURER:

The Treasurer shall keep detailed, accurate financial records of all Advisory Council transactions; give financial reports summarizing all income and expenditures at Advisory

Council meeting; submit a financial statement at each Advisory Council meeting; have in his/her possession, at the Advisory Council meeting, all bank statements, deposits slips, tax returns, and check books, in order to be prepared to make necessary deposits and disbursements at Advisory Council meetings; shall maintain all accounts in an inspection ready state subject to inspection at any time; be one of three signatures on all bank transactions requiring endorsement; and bring signature cards to all Advisory Council meetings where an election to the Operating Committee will take place so that signatures can be readily updated. The Treasurer will communicate with the Host Committee Treasurer about the Advisory Council's operating budget and how it is met; work with the Treasurer of a Host Committee to insure the proper maintenance of financial records; and oversee the preparation and filing of federal tax returns. The Treasurer shall immediately inform the Operating Committee of any inconsistency in the accounts or records. (Adopted: September 2005 – Savannah)

## 2.4 SECRETARY:

The Secretary shall act as custodian of all Advisory Council materials; maintain and make available at Council meetings notebooks of all prior Advisory Council meeting minutes; keep minutes of all Advisory Council and Operating Committee meetings which record all actions of the Advisory Council with the exception of when the site selection is being discussed (only the results shall be recorded). Furnish information from GCYPAA Advisory Council records when appropriate. Shall maintain the post office box and e-mail address for all correspondence, answer all correspondence

or direct it to the appropriate person promptly; furnish minutes of the Advisory Council meeting to all Advisory Council members within thirty (30) days of the meetings for review; furnish copies of all needed materials or correspondence to all Council members in decisions affecting the Council. The Secretary shall see to it that an Advisory Council letterhead is established and furnished for use by all Advisory Council members in any official Advisory Council correspondence; be responsible for the revision and printing of all Council documents and literature including By-Laws; Facts, Aims and Purposes; Bidding Requirements; Host Committee Responsibilities; and Conference Recommendations and Suggestions. These items should all contain accurate revision dates and be made freely available to anyone. (Adopted: September 2005 – Savannah)

## 2.5 OUTREACH CHAIRPERSON

The Outreach Chairperson shall maintain contact with the Host Committee Outreach Chairperson and coordinate with said person to ensure that General Service Office (GSO), AA Grapevine / La Vi?a, ICYPAA, regional Young people's conference (i.e. SECYPAA, ECYPAA, etc), and all neighbor Young People's Conferences (i.e. NCYPAA, FCYPAA, etc.) have an official Conference registration form at the earliest possible date. The Outreach Chairperson shall mail / e-mail all Advisory Council members flyers on events planned by or for the current Conference; obtain from the current Host Committee an official Conference registration form at the earliest possible date; build and maintain a GCYPAA mailing

database of inner-groups, central offices, and YP groups and mail said registration form to mailing database. The Outreach Chairperson shall obtain all registration lists / databases and any other materials which the Advisory Council deems in the best interest of GCYPAA; coordinate at least one mass mailing to the entire mailing list per year an official Conference registration form. The Advisory Council will have ultimate responsibility for financing the mailings. However, financial assistance from the Host Committee will be welcomed and encouraged if it is in a position to contribute. (Adopted: September 2005 – Savannah)

## 2.6 ARCHIVIST:

As almost any shred of material may one day be important in keeping our history intact, the archivist shall act as the caretaker of the archives; hold all factual material (documents, memorabilia, traveling showcases, etc.) in such a way that there can be no substantial distortion of the material or the message of AA; shall be the liaison between the GSO Archivist, the ICYPAA Archivist, and the State Archivist; shall follow the Archives Guidelines as set forth by GSO; act as liaison to Host Committee in all archive matters (i.e.: displays of materials for the Conference, and collection of material before, during, and after the Conference); obtain original Council minutes from the out-going Secretary and maintain originals for reference or display as needed; make suitable arrangements for the transportation and display of archives at the conference; and submit an annual inventory report of current holding in archives. The Archivist position shall serve for a total of four (4) years, after which he or she may not be re-elected; may be a present Advisory Council

member or a past Council member having at least one (1) year of service on the Advisory Council prior to election to the Archivist position, if the archivist is a past member of Council, he/she will act as a non voting member of the Council. The Archivist must at all times act in accordance with the 12 Traditions, and the 12 Concepts of AA, being especially concerned with the protection of members' anonymity exercising appropriate authority while always remaining accountable to the guidance of the Advisory Council. To this end, the archivist shall exercise appropriate authority, while always remaining accountable to the guidance of the Advisory Council, and the Host Committee. (Adopted: September 2005 – Savannah)

## 2.7 WEB SITE CHAIRPERSON

The Web Site Chairperson is responsible for the maintenance of the GCYPAA website ([www.gcypaa.org](http://www.gcypaa.org)) which the Advisory Council controls; posses working knowledge of web design & maintenance; shall serve for a total of four (4) years, after which he or she may not be re-elected unless hardship occurs or inadequate knowledge within Council nominees; obtain from the current Host Committee an official Conference registration form at the earliest possible date; obtain from Secretary accurate revisions of all council documents and literature including By-Laws; Facts, Aims and Purposes; Bidding Requirements; Host Committee Responsibilities; and Conference Recommendations and Suggestions. All these items should all be digitized using a common tool to allow viewing and

downloading from the website. The Web Site Chairperson must at all times act in accordance with the 12 Traditions, and the 12 Concepts of AA, being especially concerned with the protection of members' anonymity exercising appropriate authority while always remaining accountable to the guidance of the Advisory Council. To this end, the web chairperson shall exercise appropriate authority, while always remaining accountable to the guidance of the Advisory Council, and the Host Committee. (Adopted: September 2005 – Savannah)