



## WACYPAA Advisory Council By-Laws

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## 1. Preamble

We, the members of the WACYPAA Advisory Council, have formed for the purpose of establishing a rotating body of past WACYPAA Host Committee members who shall act as guardians of the conference, preserving its integrity. The WACYPAA Advisory Council is a service body, which is directly responsible to all AA members who wish to participate in anything having to do with WACYPAA. In all its proceedings, the WACYPAA Advisory Council shall observe the spirit of the A.A. Tradition, 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 Advisory Council members shall ever be placed in a position of unqualified authority over any of the others; that all important decisions be reached by discussion, vote, and, whenever possible, by substantial unanimity; that no Advisory Council action ever be personally punitive or an incitement to public controversy; that though the Advisory Council may act for the service of WACYPAA, it shall never perform any acts of government; and that, like the society of Alcoholics Anonymous which it serves, the Advisory Council itself will always remain democratic in thought and action.<sup>1</sup> As such, it will make itself available to answer questions from any AA member who wishes. The Advisory Council takes a proactive role to assist the current Host Committee throughout the duration of the conference, and actively assists with the financial welfare of the conference. It also places itself at the disposal of the current Host Committee, and all Bid Committees, to offer any assistance, which is within its power to provide. We recognize that not all AA members will find our conference necessary to their recovery from alcoholism; we aim only to serve those who desire our assistance.

<sup>1</sup>Adapted from The A.A. Service Manual adopted by the General Service Conference on April 26, 1962

*(Adopted 2/1/97, San Francisco; amended 1/2/98, Scottsdale; 1/2/99, Portland; 8/17/13 Denver; 1/4/2019, Boise )*

## 2. Scope of Conference

The scope of the Conference shall cover the following areas: the American states of Alaska, Arizona, California, Colorado, Hawaii, Idaho, Kansas, Montana, Nebraska, Nevada, New Mexico, North Dakota, Oregon, Oklahoma, Utah, Texas, South Dakota, Washington, and Wyoming; the Canadian provinces of Alberta, British Columbia, and the Yukon Territory; and the Mexican states of Baja California Norte, Baja California Sur, Chihuahua, Durango, Sinaloa, and Sonora.

*(Adopted 2/1/97, San Francisco; amended 1/2/98, Scottsdale; 1/27/12, Las Vegas; 12/26/14, Hawaii)*

## 3. Structure of the Advisory Council

### 3.1 Host Committee Elections to Advisory Council

Each Host Committee shall elect by “Third Legacy Procedure” (see AA Service Manual) three of its own members to serve a term of four traveling conferences on the WACYPAA Advisory Council. All candidates for service on the Advisory Council must be members of Alcoholics Anonymous; have reached their eighteenth birthday; and have at least two years of continuous sobriety. The person must never have served on Advisory Council for WACYPAA. The incoming Advisory Council members will not be required to assume an active role until after their city has concluded the conference. They are encouraged to participate, but shall not have a vote until after hosting their conference. Elections for Advisory Council Members should be held 2 – 3 weeks prior to the conference date.

*(Adopted 2/1/97, San Francisco; amended 1/2/98, Scottsdale, 1/2/99; Portland, 4/29/99; Springdale 12/30/00, San Francisco; 12/29/01, Denver; 05/04/02 Billings; 12/30/04, San Carlos; 8/17/13 Denver; 8/8/25, Reno)*

### 3.2 Alternates

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, in case he or she becomes unable to complete their term. Alternates may only serve for the length of the unexpired term of the advisory member originally elected. All candidates for service on the Advisory Council must be members of Alcoholics Anonymous; have reached their eighteenth birthday; and have at least two years of continuous sobriety. The person must never have served on Advisory Council for WACYPAA.

Alternates are suggested to:

- (a) Participate in the WACYPAA Advisory email group
- (b) Attend Advisory Council calls, just to listen, held between midyear and the conference.
- (c) Have assigned territories by the advisory outreach chair and provide territory reports to the outreach chair in a timely fashion prior to all Advisory Council meetings.
- (d) Attend advisory council business meetings, just to listen, for midyear and the conference (with exception of host city deliberations)

*(Adopted 2/1/97, San Francisco; amended 1/2/98, Scottsdale, 12/30/00, San Francisco; 05/04/02 Billings; 12/30/04 San Carlos; 1/3/14 Denver; 12/18/15; Portland; 1/4/2019, Boise; 8/8/25, Reno)*

### 3.3 Resignation

#### 3.3.1 Consumption of Alcohol

Any member of the Advisory Council who relapses will be considered to have resigned.

*(Adopted 2/1/97, San Francisco; amended 1/2/98, Scottsdale; 05/04/02 Billings; 12/30/04, San Carlos)*

#### 3.3.2 Resignation - Failure to Attend

Any Advisory Council member who fails to attend two consecutive meetings (bi-annual or conference) has voluntarily resigned, any member of the advisory council who fails to attend two non-consecutive meetings will be considered for resignation pending decision by the advisory council at the next meeting. Meetings are defined as mid-year meeting, conference meeting, bid session and deliberations.

*(Adopted 2/1/97, San Francisco; amended 1/2/98, Scottsdale; 12/29/01, Denver; 5/04/02 Billings, 12/28/06, Seattle; 8/8/25, Reno)*

### 3.4 Removal

The Advisory Council shall have the power, by a two-thirds majority of its membership, to remove any member of the Advisory Council for some, any, or all of the following causes:

- (a) Theft, fraud, or other deliberate illegal conduct damaging to the Conference's financial or reputational interests.
- (b) If any member of the Council steals, embezzles, or misappropriates WACYPAAs funds, it will result in immediate resignation of the Council member upon discovery of the act.

*(Adopted 6/4/2010, Yosemite; 8/17/13 Denver)*

## 4. Operating Committee

### 4.1 Operating Committee – Composition, Terms and Elections.

At the end of the operating committee member's term or resignation, an election will be held for the said position, by "Third Legacy Procedure" (see AA Service Manual) for the following positions: Chairperson, Co-Chairperson, Secretary, Treasurer, Co-Treasurer and a By-laws Chairperson which shall comprise the Operating Committee. Upon election, Operating Committee members will serve a term of two traveling conferences, and may be re-elected to one additional Operating Committee term not to exceed two additional traveling conferences or four traveling conferences on the Operating Committee.

The Advisory Council may decide at any time to create other positions, which it deems necessary to have. Operating Committee members shall not take actions, individually or collectively, without the consent of the entire Advisory Council on behalf of the Advisory Council or WACYPAA.

*(Adopted 2/1/97, San Francisco; amended 1/2/98, Scottsdale; 12/29/01, Denver; 6/4/2010, Yosemite; 8/17/13 Denver; 12/18/15, Portland)*

### 4.2 Operating Committee – Eligibility

Council Members must have been members of the Advisory Council for at least one previous conference during their current term before being eligible to serve on the Operating Committee. Any advisory member eligible to stand for an advisory council position may stand for that position by proxy upon approval by the Advisory Council.

*(Adopted 2/1/97, San Francisco; amended 1/2/98, Scottsdale; 12/29/01, Denver, 05/04/02 Billings, 08/30/02 Billings; 12/30/04 San Carlos, 8/3/07 Boise)*

#### 4.2.1 Extension of Advisory Council

Advisory Council Members shall be able to extend their stay on Advisory Council one time only by election to an Operating Committee position where they will serve an additional two traveling conferences (not to exceed a total of four traveling conferences on the Operating Committee or six traveling conferences on the Advisory Council) at which time they will no longer be eligible to serve on the Advisory Council.

*(Adopted 12/29/01, Denver; 05/04/02 Billings; 12/30/04 San Carlos; 8/17/13 Denver)*

#### 4.3 Chairperson

The chairperson shall have the following duties and authority:

- (a) Arrange for and announce the agenda for all Advisory Council meetings;
- (b) Conduct all Advisory Council meetings according to reasonable rules of order;
- (c) Affix their signature to all Advisory Council actions;
- (d) Chairperson will inform the council of any such actions prior to any signature.
- (e) Act as one of the four signatures on all bank accounts;
- (f) Sign the annual site contract on behalf of the Conference; Chairperson will provide the opportunity for all current council members to review the site contract details and provide confirmation that the group & outside advisers have reviewed the contract prior to signature. It is also strongly encouraged to use the prior year's site contracts as reference in site considerations if applicable.
- (g) Act as liaison to any AA member who has a request of the Advisory Council. All pertinent communication will be shared with other members of council
- (h) Maintain regular correspondence with all Advisory Council members to ensure that all Advisory Council tasks are being attended to and all matters of importance are communicated immediately.
- (i) Stand ready to assist in any tasks where assistance is requested or required;

- (j) Keep the Co-Chairperson apprised of all Advisory Council activities
- (k) Chairperson (or) Co-Chairperson will secure the conference banner between conferences, turn the banner over to the Host Committee for display at the beginning of each Conference, and collect the banner again after the closing meeting of the Conference.
- (l) Chairperson shall make certain that the mail is forwarded to the current Treasurer in a timely manner, and see that the post office box rent is paid on time if applicable.
- (m) Work with the Advisory Council Treasurer on approving the Host Committee Conference budget.

*(Adopted 2/1/97, San Francisco; amended 1/2/98, Scottsdale; 05/04/02 Billings, Amended 12/31/20 Eugene; 8/17/13 Denver; 12/18/15, Portland, 1/4/2019, Boise; 8/8/25, Reno)*

#### 4.3.1 Maintenance of Legal Address

- (a) The Advisory Council shall maintain a post office box or vote on a legal address to be used for all correspondence which will serve as the official mailing address for the Advisory Council. The chairperson shall make certain that the mail is forwarded to the current Treasurer in a timely manner, and see that the post office box rent is paid on time if applicable. The chair will also introduce & review the mentioned duties no more than two calendar weeks from their induction to council and also review said duties prior to annual or mid-year meeting no later than two calendar weeks from scheduled meetings.

*(Adopted 2/1/97, San Francisco; amended 1/2/98, Scottsdale; 05/04/02 Billings; 12/30/04 San Carlos; 8/17/13 Denver; 8/8/25, Reno)*

#### 4.4 Co-Chairperson

The co-chairperson shall:

- (a) In the absence of the chairperson, accept the full duties of the chairperson
- (b) Carry out the various duties assigned by the Operating Committee
- (c) Act as liaison between the Advisory Council and the General Service Office
- (d) Be one of four signatures on all bank accounts
- (e) Remain fully informed on all Advisory Council matters.
- (f) Maintain and distribute the Host Committee packet, Bid Committee packet, and New Advisory Member packets.
- (g) Collect and maintain a contact list for the WACYPAA region.

A contact is identified as someone who is willing to be contacted by members of the Advisory Council and host committee for purposes of outreaching WACYPAA

- (h) Act as liaison to Alternate Advisory Council members to ensure they are aware of their responsibilities and keep them abreast of all current Advisory Council business.

*(Adopted 2/1/97, San Francisco; amended 1/2/98, Scottsdale; 6/6/98, Portland; 12/29/01, Denver; 8/3/07 Boise; 12/18/15, Portland)*

#### 4.5 Treasurer

The treasurer shall:

- (a) Keep accurate financial records of all Advisory Council transactions
- (b) Give financial reports at Advisory Council meetings
- (c) Submit a financial statement at each meeting

- (d) Have in their possession at Advisory Council meetings all bank statements, deposit slips and checkbooks, in order to be prepared to make deposits and disbursements at Advisory Council meetings
- (e) Maintain all accounts to be subject to inspection at any time
- (f) Be one of four signatures on all bank accounts
- (g) Communicate with the host committee treasurer the advisory operating budget and how that is met.
- (h) Keep the co-treasurer abreast of all Advisory Council treasury activity
- (i) Work with council Co-Treasurer & Chairperson to provide an electronic summary report on both host committee and advisory council assets by the end of every month to entire council.
- (j) Treasurer is to actively review WACYPAA, Inc. and Host Committee account statements with the WACYPAA Advisory Chair on a monthly basis.
- (k) Account for all financial information of the Conference, both host and advisory.
- (l) Work jointly with the Treasurer of the current WACYPAA host Committee to ensure the proper maintenance of financial records.
- (m) Treasurer shall at no time have issued or in the treasurer's possession a debit or credit card in their name or in the name of the conference. If such a card is issued by the bank at any time the Treasurer shall destroy the card in the presence of the Chair and or Co-Chair.
- (n) No WACYPAA related accounts can be put into an individual's name.
- (o) Work with the Advisory Council Chairperson to approve the Host Committee Conference budget and collaborate with the Host Committee Treasurer to prepare the Host Committee conference budget.”
- (p) Shall be responsible for maintaining proper records of electronic payments (i.e., PayPal, Venmo, Zelle, etc.) and furnish both verbal and written reports to the council for transparency.

*(Adopted 2/1/97, San Francisco; amended 1/2/98, Scottsdale; 12/29/01, Denver; 6/6/09 Eugene; 1/6/13 Tucson; 12/18/15, Portland; 1/4/2019, Boise; 8/8/25, Reno)*

#### 4.6 Co-Treasurer

The Co-Treasurer shall:

- (a) In the absence of the treasurer, accept the full duties of the treasurer
- (b) Carry out the various duties assigned by the Operating Committee
- (c) Be one of the four signatures on all bank accounts
- (d) Will receive alerts from the Advisory Council bank account of any transaction
- (e) Maintain monthly contact with the Host Committee Treasurer, and offer help & assistance when necessary.
- (f) Will receive or be given access to the monthly bank statements from the Advisory Council's account; verify all transactions are related to WACYPAA's business, and if there is anything in question it will immediately be reported to the Operating Committee.
- (g) Will assist the Treasurer in preparing the monthly financial reports of the Advisory Council and Host Committee.
- (h) Will keep the host committee treasurer abreast of Advisory Council Procedures.
- (i) Co-treasurer is to independently review the WACYPAA treasury account at least once a month. Co-treasurer is to report any discrepancies to the Chair and the entire WACYPAA advisory council immediately.

*(Adopted 6/6/09, Eugene; 1/6/13 Tucson; 8/17/13 Denver; 8/8/25, Reno)*

#### 4.7 Secretary

The secretary shall:

- (a) Act as custodian of all Advisory Council materials
- (b) Keep accurate minutes of all Advisory Council meetings which record all actions of the Advisory Council (exception: when site selection is being discussed, only the results shall be recorded)
- (c) Furnish information from Advisory Council records when appropriate
- (d) Answer all correspondence promptly and to the will of the majority of the Advisory Council members
- (e) Email copies of agenda and minutes prior to each business meeting. In addition, the secretary will bring 5 printed copies of said materials, and additional copies may be requested by council members.
- (f) Furnish minutes of the Advisory Council meetings to all Advisory Council members in a timely manner
- (g) See to it that an Advisory Council letterhead is established for use by all Advisory Council members in any official Advisory Council correspondence
- (h) Furnish copies of all correspondence to all Advisory Council members on all matters affecting the Advisory Council, WACYPAA as a whole, or AA
- (i) Send out copies of the advisory council minutes within 30 days of the last meeting
- (j) Furnish the General Service Office with the current Advisory Council mailing list including a list of the current Operating Committee, and the current conference registration form

*(Adopted 2/1/97, San Francisco; amended 1/2/98, Scottsdale; 05/04/02, Billings; 12/30/04, San Carlos; 12/18/15, Portland)*

#### 4.8 By-laws Chair

The by-laws chair shall:

- (a) Act as custodian of Advisory Council by-laws
- (b) Maintain updated version of by-laws
- (c) Email the by-laws to Advisory Council one week prior to mid-year and the conference
- (d) Make all necessary updates to by-laws following Advisory Council meetings
- (e) Lead all ad-hoc committees pertaining to suggested by-law revisions
- (f) If by-laws are revised, email final version of the by-laws within 30 days of the meeting that revisions were made
- (g) Coordinate with the Webmaster to ensure the accurate version of the by-laws are on the website

*(Adopted 12/18/15, Portland)*

#### 5. Additional Advisory Positions

##### 5.1 Archivist.

As almost any shred of material may one day be important in keeping our history intact, the archivist shall:

- (a) Act as holder of all factual material (documents, memorabilia, traveling showcases, etc.) in such a way that there can be no substantial distortion of the material
- (b) Act as a liaison between the GSO Archivist and the Advisory Council pertaining to all WACYPAA archive issues

- (c) Follow, to the best of their ability, the Archive Guidelines set forth by GSO
- (d) Act as liaison between the Advisory Council and the Host Committee Archives Committee pertaining to all archives matters (displays for the conference, material to be collected before, during, and after the conference)
- (e) Prepare, distribute, collect the final conference report from the host committee, and include the previous conference feedback in the archivist report; and have on display the Advisory Council minutes.

The archivist position must be filled by a present, or a past Advisory Council member. This person must have served at least one year on the Advisory Council before being eligible to serve as archivist; must be able to serve a two year term; and, if a past Advisory Council member serves as the archivist, he/she is not required to attend the conference, but suitable arrangements must be made for the transportation and display of archives at the conference and for the submission of the annual report.

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. To this end, the archivist shall exercise appropriate authority, while always remaining accountable to the guidance of the Advisory Council, and the Host Committee.

The archivist must submit a written report at the annual Advisory Council meeting which details all activities of the previous year; include a detailed account of expenses associated with that year's activities, and submit a projected budget for the coming year.

The archivist will maintain a record of materials that directly reflect the history of WACYPAA in the Spanish regions of the conference.

The position of Archivist will be elected at the midyear meeting prior to the end of the current term.

*(Adopted 2/1/97, San Francisco; amended 1/2/98, Scottsdale, addition of conference report 1/17/08 Boise; 8/17/13 Denver; 1/4/2019, Boise; 8/8/25, Reno)*

## 5.2 Website Chairperson

The website chairperson is responsible for:

- (a) The maintenance of the WACYPAA website, [www.wacypaa.org](http://www.wacypaa.org), which the advisory council controls
- (b) Upload and maintain agendas, minutes & bylaws to the advisory council page on a quarterly basis
- (c) Upload registration form/flier of current conference to the website upon release of any new/updated materials
- (d) Upload previous host committee fliers and conference program to the archive page at the beginning of each new host year.
- (e) Work to ensure all Spanish sections of the website are updated
- (f) Webmaster to abide by the AA guidelines on Anonymity and the Internet
- (g) Content must be approved by chair and/or bylaws chair prior to being uploaded to the website

*(Adopted 12/29/01, Denver; 12/18/15, Portland)*

## 5.3 Outreach Chair

The Outreach Chair is a two-year term. They shall:

- (a) Act a liaison between the WACYPAA region and Advisory Council
- (b) Have direct contact with the host Outreach Chair to assist with anything they need
- (c) Maintain a regular correspondence with fellow Advisory Council members to ensure their assigned territories are getting outreached
- (d) Assign territories to Advisory Council members

- (e) Work with the Native American and Hispanic liaisons serving on Advisory Council to make sure outreach is being done to their assigned communities
- (f) Maintain mail/email database of Western Area Intergroups and Central Offices
- (g) Send two fliers through the database per year
- (h) Work with liaisons to ensure proper verbiage is associated with any information going to Spanish Intergroups and Central Offices.

*(Adopted 6/6/09, Eugene; 1/3/14, Denver; 7/30/2016, Sacramento)*

#### 5.3.1 Email Database Guidelines:

- (a) This opt-in database is to be maintained by the Outreach Chair
- (b) The list will be made of people interested in WACYPAA
- (c) Quarterly the Outreach Chair will review the database analytics for undeliverable messages. If an undeliverable message is found, the Outreach Chair will contact the service body to retrieve the proper email information.
- (d) Whenever possible, the Outreach chair, in collaboration with council, should make every effort to contact trusted servants from AA service bodies and Intergroups that did not opt in to the email database to be sure they are informed about the purpose of WACYPAA, explain the reason for the database, and ensure we have been using the accurate contact information.

*(Adopted 7/30/2016, Sacramento; 12/29/2017 Edmonton)*

#### 5.4 Hispanic Liaison

This person will be elected from our general Advisory body for a term of four traveling conferences and will assume duties to act as Liaison to Mexico GSO. They will also be encouraged to attend at least one large scale Hispanic AA event per year, preferably the National Mexican Congreso, US Hispanic convention and/or any large scale AA event with the opportunity to reach the Spanish speaking Community. Preference will go to Advisory Council members who have experience in Hispanic AA communities, but any Advisory Council member will be available to serve in this position, if there is no such Advisory Council member. Advisory Council will seek representation from a past Hispanic Liaison that has served on a prior WACYPAA Host Committee

If the Advisory Council seeks representation from a past Spanish Speaking Liaison that has served on a prior WACYPAA Host Committee, that person shall be able to serve a full Advisory term of four traveling conferences regardless of when such person was on the host committee. This person must not have ever served on the Advisory Council. If there is no suitable candidate available, the Advisory Council can choose to leave the position available until a well-suited candidate is available.

#### Individual Duties:

- (a) Incoming members will act as liaison to Mexico for concerns specific to WACYPAA
- (b) Cooperate with the Host City Hispanic Liaison on outreach to the current year's WACYPAA and foster bids from the Spanish speaking regions of WACYPAA.
- (c) Assist the annual conference in communication & verification of Spanish documentation. This may include review of registration data, online information and/or related materials.
- (d) Work with Hispanic liaison, identify and keep current contacts in the Mexican service structure to ensure the annual conference is being outreached in Mexico and other areas of the WACYPAA.

- (e) Keep the host city and council aware of outreach opportunities or updates in the region.
- (f) Assist on any mailings and/or email data that may go to prior conference attendees in the Spanish community to ensure accuracy & proper presentation.
- (g) Work with the council to provide updated bidding information in Spanish as needed. This may include updates to by-laws or other information in Spanish. Assist Co-chair in maintaining & distributing the Host Committee packet and the Bid Committee packet for Spanish communities

*(Adopted 5/2/01, Amended 12/29/01, Denver; 12/30/04 San Carlos; 1/3/14 Denver; 12/29/2017 Edmonton)*

## 5.5 Native/First Nation Liaison

This person will be elected from our general Advisory body for a term of four traveling conferences. They will have the specific purpose of serving the Native Nations and the NA-GSO within our region. Preference will go to an Advisory Council member that is of Native descent but any Advisory Council member will be able to serve in this position. If there is no such Advisory Council member, the Advisory Council will seek representation from a past Native Liaison that has served on a prior WACYPAA Host Committee or another well-suited candidate with strong ties to the Native community.

If the Advisory Council seeks representation from a past Native Liaison that has served on a prior WACYPAA Host Committee, that person shall be able to serve a full Advisory term of four traveling conferences regardless of when such person was on the host committee. This person must not have ever served on the Advisory Council. If there is no suitable candidate available, the Advisory Council can choose to leave the position open until a well-suited candidate is available.

Individual Duties:

- (a) Incoming members will act as liaison to Native/First Nations for concerns specific to WACYPAA
- (b) Cooperate with the Host City's Native/First Nations Liaison on outreach to the current year's WACYPAA and foster bids from the Native/First Nations regions of WACYPAA.
- (c) Keep current contacts in the Native/First Nations service structure to ensure the annual conference is being outreached in Native/First Nations areas of the WACYPAA.
- (d) Keep the host city and council aware of outreach opportunities or updates in the region.
- (e) Assist on any mailings and/or email data that may go to prior conference attendees in Native/First Nations community to ensure accuracy & proper presentation.
- (f) Also advise and/or take part in the maintaining of the delegate territory structure specific to the Native/First Nations communities within WACYPAA.

*(Adopted 5/2/01, Amended 12/29/01, Denver; 12/30/04 San Carlos; 6/4/2010, Yosemite; 7/26/14, Sacramento; 12/18/2015, Portland; 12/29/2017 Edmonton; 8/8/25, Reno)*

6. Advisory Council Operating Procedures:

6.1 WACYPAA Literature

Advisory council maintained literature includes: By-laws; Facts, Aims and Purposes; Bidding Requirements; Conference Guidelines; Host Committee Packet, Bid Committee Packet and New Advisory Member Packet.

*(Adopted 05/04/02 Billings; 12/18/15 Portland)*

## 6.2 Revisions to WACYPAA Literature

All Changes and updates to any Advisory Council documents (by-laws; Facts, Aims and Purposes; Bid Requirements, etc.) must be approved by 2/3 majority vote at an Advisory Council meeting.

*(Adopted 2/1/97, San Francisco; amended 1/2/98, Scottsdale; 05/04/02 Billings)*

## 6.3 Revisions to By-laws, Etc. - Time to Submit

Any advisory council member proposing changes to advisory council documents should submit the exact language of their item to the chair to be placed on the agenda at least seven days before the meeting. Emergency proposals may be added to the agenda by a two-thirds majority vote.

*(Adopted 2/1/97, San Francisco; amended 1/2/98, Scottsdale; 6/6/98, Portland; 05/04/02 Billings; 03/15/03, San Diego; 12/30/04 San Carlos; 8/8/25, Reno)*

## 6.4 Financial Transactions

All Advisory Council financial transactions must be made through its bank accounts.

*(Adopted 2/1/97, San Francisco; amended 1/2/98, Scottsdale; 05/04/02 Billings)*

## 6.5 Authority to Incur Expenses

No member of the WACYPAA Advisory Council should incur expenses (other than pre-approved budget items) on behalf of the Advisory Council without first receiving a two-thirds majority approval.

*(Adopted 2/1/97, San Francisco; amended 1/2/98, Scottsdale; 05/04/02 Billings)*

## 6.6 Budget Review Session

Advisory Council shall endeavor to maintain a prudent reserve which is determined at each annual budget session. A budget review session will be added to the agenda to occur annually at the midyear meeting, where the budget will be prepared by the treasurer and reviewed line-by-line by the Council and accepted by a 2/3 majority.

*(Adopted 1/2/09, Reno)*

## 6.7 Travel reimbursement

Discussion of travel reimbursement for Advisory Council will be held after the annual budget review session, and funds will be distributed contingent on the current financial status and by approval of the Advisory Council.

*(Adopted 6/6/09, Eugene)*

## 6.8 Distribution of Funds; Prudent Reserve; Seed Money

The Operating Committee shall submit for approval the distribution of funds, not to exceed US\$2,000, to the newly selected host committee for the coming year's conference. The Advisory Council shall endeavor to maintain a prudent reserve of US\$5,000. This amount is in addition to an operating budget of US\$5,000 which the Council shall also endeavor to maintain. It shall also seek to maintain a conference support fund of US\$15,000 in case it becomes necessary. The prudent reserve, operating budget, and the conference support fund are arbitrary figures based on current economic conditions and can be altered by a simple majority vote of the quorum.

*(Adopted 2/1/97, San Francisco; amended 1/2/98, Scottsdale; 12/30/04 San Carlos)*

## 6.9 Welfare of AA

The Advisory Council should always consider the welfare of AA as a whole before taking any actions, which may affect our fellowship. Please keep the 12 Traditions foremost in mind.

*(Adopted 2/1/97, San Francisco; amended 1/2/98, Scottsdale; 05/04/02 Billings; 12/30/04 San Carlos)*

#### 6.10 Group Conscience

The Advisory Council shall act as a body. No one member shall act independent of the majority opinion.

*(Adopted 2/1/97, San Francisco; amended 05/04/02 Billings)*

#### 6.11 Use of Advisory Council Property

The post office box, bank accounts, and other Advisory Council material shall not be used for anything other than Advisory Council business.

*(Adopted 2/1/97, San Francisco; amended 1/2/98, Scottsdale; 05/04/02 Billings)*

#### 6.12 Continued Ownership by Advisory Council.

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

*(Adopted 2/1/97, San Francisco; amended 1/2/98, Scottsdale; 05/04/02 Billings)*

#### 6.13 Enactment Dates.

All documents and revisions, existing and produced, shall have the enactment date thereof affixed as a part of the document.

*(Adopted 2/1/97, San Francisco; amended 05/04/02, Billings)*

### 7. Advisory Council Meetings.

#### 7.1 Place, Quorum, Voting

The Chairperson shall call for and arrange a meeting place and agenda for all Advisory Council meetings. A quorum of at least two-thirds of the Advisory Council or two-thirds of the Operating

Committee members must be present in order for the Advisory Council to conduct business. Motions and resolutions shall require a simple majority vote of the quorum for approval. Conference site selection shall be done by “Third Legacy Procedure” (see AA Service Manual) after thorough discussion and a motion has been made and seconded. All Advisory Council members shall have one vote and will vote on all matters. Absentia voting is not permitted. A two-thirds majority vote of the quorum is necessary to change the by-laws, or to rescind operating procedures.

*(Adopted 2/1/97, San Francisco; amended 1/2/98, Scottsdale; 12/26/14, Hawaii; 8/8/25, Reno)*

## 7.2 Closed Executive Sessions

The Advisory Council may meet in a closed executive session to discuss and conduct business relating to the selection of the Conference site and to legal matters.

*(Adopted 1/2/98, Scottsdale)*

## 7.3 Other Valid Executive Sessions

The Advisory Council may meet by conference call and consider it a legitimate business meeting, providing that quorum is met.

*(Adopted 12/30/04, San Carlos)*

# 8. Selection of Conference Site.

## 8.1 Bid Committees.

Bids for the hosting of next year’s Conference shall be submitted by Bid Committees at the conference, in accordance with the bid requirements set forth by the Advisory Council. It is suggested that the composition of each Bid Committee be formed from AA members from the geographical area of that Bid Committee’s proposed Conference site.

*(Adopted 1/2/98, Scottsdale)*

## 8.2 Host Committee

The Host Committee for the next conference shall be the Bid Committee whose bid is selected by the Advisory Council as set forth in section 8.3. The Host Committee is responsible for the planning and conduct of the next Conference.

*(Adopted 1/2/98, Scottsdale)*

## 8.3 Selection of the Conference Site

The Advisory Council shall have sole and final authority over selection of the conference host city. In choosing the site of the conference, the focus is especially to reach those areas, which historically have had little exposure to such conferences. The Advisory Council will encourage the participation of all states, provinces and countries within the Conference scope. All bids will be given equal consideration, regardless of size, population, or location. All bids will be given equal consideration, regardless of size, population, or location. Conference site selection shall be done by “Third Legacy Procedure” (see AA service Manual) after thorough discussion and a motion to vote has been made and seconded.

*(Adopted 2/1/97, San Francisco; amended 1/2/98, Scottsdale; 7/26/2014, Sacramento)*

## 8.4 Hosting of Conference If No Bid Presented

In the event that no city presents a bid, an emergency meeting of the Advisory Council shall be called without delay. All past and present Advisory Council 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.

*(Adopted 2/1/97, San Francisco; amended 1/2/98, Scottsdale)*

# 9. The Conference

## 9.1 Duties of Advisory Council

The most important job that a member of the WACYPAA Advisory Council has is to encourage participation in our conference among the members of Alcoholics Anonymous in the scope of the

Conference. This means encouraging both of AA members to attend, as well as to inspire the formation of Bid Committees to bid for the conference. Both of these actions will go a long way in preserving our continuity.

*(Adopted 2/1/97, San Francisco)*

#### 9.2. Assignment of Territories

Each year at the Advisory Council's annual meeting, all members of the Advisory Council will be assigned specific territories within the conference scope for outreach. All members of the Advisory Council will also be required to give a report on their outreach activities since the last meeting at the bi-annual Advisory Council meetings. The Advisory Council member assigned to an area/territory may appoint a delegate(s) as needed to serve concurrently with the advisory council member assigned that area. As new members join the advisory group adjustments shall be made according to location and interest.

*(Adopted 2/1/97, San Francisco; amended 1/2/98, Scottsdale; 6/6/98, Portland; 05/04/02, Billings; 12/30/04, San Carlos)*

#### 9.3 Designation of Conference; Conflicts with Other AA Functions

All WACYPAAs shall be designated as such and be further distinguished by a number (WACYPAA 1, WACYPAA 2, and so on) so as to preserve autonomy and character. No WACYPAA shall ever be held in conjunction with any other function, AA or otherwise. All WACYPAAs shall also go to the greatest possible lengths not to schedule their conference in conflict with any other major AA function taking place in the scope of the conference.

*(Adopted 2/1/97, San Francisco; amended 1/2/98, Scottsdale; 05/04/02, Billings)*

#### 9.4 Host Committee Responsibility for Expenses, Budgets, Transfer of Funds, Archives After Conference

All WACYPAA host committees are obliged to pay all the bills involved with hosting their conference and cannot expect the Advisory Council to assume any financial responsibility for it. However, as stated in the Bidding Requirements, after all host committee bills are paid by the host committee, and all core expenses are covered for the advisory council, then the net proceeds

shall be split 25% between the host committee (for disbursement to AA service bodies of their choice) and 75% for the advisory council, to the extent that such funds replenish the Advisory Council's prudent reserve, operating budget, and conference support fund to the levels set forth in section 6.2 above. The WACYPAA host committee is to provide a conference budget to the Advisory Chair and Treasurer to sign off on. Any increases to the conference budget must be signed off on by the Advisory Chair and Treasurer. All other material produced by the conference shall also be forwarded to the Advisory Council and go in its archives. Each host committee will have sixty days after the close of its conference to forward a financial statement and the net proceeds to the Advisory Council Treasurer. It shall be the responsibility of the newly elected members of the Advisory Council from the Host Committee to see to it that this is done.

*(Adopted 2/1/97, San Francisco; amended 1/2/98, Scottsdale; 05/04/02, Billings; 12/30/04, San Carlos; 12/18/15, Portland)*

#### 9.5 Maintenance of Post Office Box by Host Committee

The Host Committee shall maintain its post office box until such time after the completion of the Conference as is required for the completion of all Conference business.

*(Adopted 2/1/97, San Francisco; amended 1/2/98, Scottsdale; 05/04/02, Billings)*

#### 9.6 Autonomy of Host Committee

The Host Committee should be offered all prior conference material together with whatever individual or collective information the Advisory Council members possess. Once chosen, the Host Committee shall be given complete autonomy from the Council in those matters concerning the planning of the conference; however the Advisory Council suggests that all prayers spoken in meetings at the WACYPAA conference be of a non-denominational nature. The Council stands ready to assist when requested, or when the Host Committee is unable to plan and conduct the conference; or if necessary the Council shall assume the planning and conduct of the Conference, or shall delegate the same to a new and able Host Committee.

*(Adopted 2/1/97, San Francisco; amended 1/2/98, Scottsdale; 05/04/02, Billings; 1/17/08, Boise)*

#### 9.7 Signing of annual site contract

The annual site contract will require the signature of both, the designated host city representative and advisory council chairperson to be binding. The designated host city representatives will review the final contract with the chairperson, and treasurer in order to secure a binding signature. We encourage the host group's autonomy to negotiate and provide competitive options to consider. This section is only intended as a failsafe to protect the financial integrity of the conference structure.

*(Adopted 5/6/00, San Francisco; amended 05/04/02, Billings; 12/30/04, San Carlos)*