**WICYPAA ADVISORY COUNCIL BYLAWS**

The Wisconsin Conference of Young People in Alcoholics Anonymous (WICYPAA) was founded in 1993 for the purpose of carrying the message to the still suffering alcoholic and furthering the principles of Alcoholics Anonymous (AA). A permanent committee was established in 1994 for the preservation of the experience and material. Being aware that not all young people find our conference necessary, we do not propose to be a universal answer or governing body for young people. We believe it beneficial to share our experience with all who may request it, for it is through our sharing that we have learned to function within the framework of the Twelve Traditions of Alcoholics Anonymous.

Revised: 4/20/2024

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8. **PURPOSE**
	1. The WICYPAA Advisory Council (hereunto referred to as “the Council” is the legal custodian and spiritual servant of the WICYPAA Conference (hereunto referred to as “the Conference”). The Council’s purposes are:
		1. to provide guidance to the current Host Committee
		2. To provide guidance to the city committees who are bidding for the Conference
		3. To select future Conference sites from the bids offered at each year’s Conference
		4. To maintain the experience and materials of past Conferences through its archives
	2. The Council will make available to any AA member who requests it, information regarding WICYPAA and Young People in Alcoholics Anonymous.
	3. The Council shall make its shared experience available to the General Service Office and other conferences of Alcoholics Anonymous as needed.
9. **MEMBERSHIP**
	1. Each Host Committee shall elect FOUR standing and FOUR alternate members to serve on the Council. These members should:
		1. Have served on the Host Committee continuously for six months prior to their hosted Conference AND
		2. Have at least one year of continuous sobriety
	2. The four standing members-at-large voted on by the Host Committee shall serve as voting members of the Council beginning the Monday after the Conference from which they were elected, and then for four successive Conferences after.
	3. Failure to maintain continuous sobriety shall be considered a voluntary resignation from the Council.
	4. Attendance:
		1. Failure of a member of the Council to attend the Conference or any regularly scheduled quarterly meeting of the Council without proper notice shall be grounds for dismissal from the Council upon a two-thirds vote.
		2. Failure to attend two consecutive meetings shall be grounds for dismissal upon a two-thirds vote.
		3. The alternate members of the Council shall be advised of all meetings and invited to attend and participate, though will only be allowed a vote in the event of an absence of a standing member of Council from their Conference year.
	5. Vacancies:
		1. In the event of a vacancy on the Council resulting from resignation or dismissal, an alternate member shall fill the vacancy using this pecking order:
			1. An alternate member from the vacant position’s conference year
			2. A current alternate member from the pool of alternate members
			3. One (or more, as needed) of the members slated to rotate off
			4. Former council members
		2. If more than one alternate, either from the vacant position’s conference year or from the pool of alternate members, is willing to fill the vacant position, the current standing members of Council will use Third Legacy voting procedures to elect an alternate to fill the vacancy.
		3. When an alternate member steps in to fill a vacancy on Council, the alternate will fill that vacancy through the position’s term, except in cases which the term extends beyond the alternate’s elected term.
			1. If the vacancy’s term goes beyond the alternate’s term, Council will use the aforementioned hierarchy to fill the vacancy for the leftover duration.
			2. If the vacancy’s term is shorter than the alternate’s term, after the vacancy’s term is fulfilled, unless there is another vacancy which requires the use of an alternate, the alternate will return to the pool of available alternates
				1. If there is another vacancy which requires an alternate, the first choice to fill that vacancy will be the alternate rotating back into the pool of alternates, as they will have previous experience as a standing member of Council.
		4. *Examples:*
			1. Alternate Council Member Bob steps in to fill a vacancy resulting from Council Member Bill’s resignation. Bill’s term on Council was set to go through the Conference in 2027, but Bob’s term is only through 2026. Bob will (when voted in by the current standing membership) fill the vacant term through 2026 (the end of Bob’s term on Council). At that time, Council will use the hierarchy (reference: Section II, point e. i.) to fill the remaining duration of the vacant position’s term.
			2. Alternate Council Member Lois steps in to fill a vacancy on Council resulting from Council Member Anne’s dismissal. Anne’s term on Council was set to go through the Conference in 2025, but Lois’ term is through 2026. Lois will (when voted in by the current standing membership) fill the vacant position through 2025 (the end of Anne’s term) at which time, unless there is another vacancy which requires an alternate, Lois will return to being an alternate member of Council.”
10. **ADVISORY COUNCIL POSITIONS**
	1. There shall be an Operating Committee consisting of the Council Chair, Co-Chair, Secretary, and Treasurer.
		1. If the Treasurer is unavailable, the Co-Treasurer shall fill the Treasurer’s position on the Operating Committee.
		2. The Operating Committee shall respect AA’s traditional Fourth Concept “Right of Decision,” notwithstanding the need to inform the Council at all times of decisions made using this power, and keeping in mind to, whenever possible, involve the entirety of the Council when making decisions during regularly scheduled meetings of the Council.
	2. There shall be Liaisons to Areas 74 and 75, an Archivist, Web Liaison, Co-Treasurer, as well as Bid Development, Data Analytics, and Governance Chairs.
	3. All positions shall be filled using Third Legacy voting procedure, as set forth in Alcoholics Anonymous’ World Service Manual
	4. No one member of the Council shall take any action affecting the Council or the Conference without the authorization of the Council as a whole.
	5. Positions and responsibilities for the Council shall be as follows:
		1. **CHAIRPERSON:** Shall arrange and announce the agenda for all Council meetings. Shall open all Council meetings and maintain meetings in a reasonable order. Shall execute all Council actions. Shall be one of four signatures on all Council bank accounts. Shall use their discretion on handling all incoming emails addressed to advisory@wicypaa.org. Shall sign the hotel contract with respect to the group conscience of the Host Committee, the Council, and any legal advice. This position shall be for a term of one year and serve as a member of the Operating Committee.
		2. **CO-CHAIRPERSON:** In the absence of the Chair, shall assume the full duties of the Chair. Shall act as liaison between the Council and the General Service Office. Shall be one of the four signatures on all Council bank accounts. Shall sign the hotel contract with respect to the group conscience of the Host Committee, the Council, and any legal advice. This position shall be for a term of one year and serve as a member of the Operating Committee.
		3. **SECRETARY:** Shall act as custodian of Council materials including meeting minutes and contact information. Shall keep minutes of all Council meetings and furnish copies to all Council members, as well as members of the WICYPAA body (including Host and Bid committees) upon request. Shall furnish copies of all correspondence to Council members and respond promptly according to Council decisions. The Secretary shall be reimbursed for related expenses. This position shall be for a term of one year and serve as a member of the Operating Committee.
		4. **TREASURER:** Shall keep accurate financial records of all Council transactions subject to inspection at all times. Shall submit written financial reports at all Council meetings. Shall have in his or her possession at all Council meetings all bank statements, receipt books, deposits, and check books. Shall be one of four signatures on all Council bank accounts serving for duration of two (2) years. This position shall serve as a member of the Operating Committee. Treasurer is responsible for ensuring the annual 501c3 report is filed every year by March 31 (This is done through Northwest Registered Agent services). Federal: Treasurer is also responsible for ensuring the 990N form is filed by the 15th day of the 5th month after the close of our tax year (December 31). A budget of $150 dollars for registered agent services and $400 dollars for accounting/legal services will be allocated yearly to assist the treasurer in fulfilling these duties.
		5. **CO-TREASURER:** In the absence of the Treasurer, shall assume all the duties of the Treasurer, including being a member of the Operating Committee. Shall act as a liaison between Council and the Host Committee’s treasurer. Shall be an alternate signature on checks in the absence of the Treasurer. This position shall be for a term of one year.
		6. **LIAISONS FOR AREAS 74 AND 75**: Shall maintain a space on the agenda at, and attend all, Area (74 or 75) assemblies and conferences. Shall furnish reports to their respective Area as instructed by the Council and shall have information regarding WICYPAA on hand to distribute upon request (i.e., bid requirements, bylaws, host packets & current registration fliers). Shall be available to provide information regarding WICYPAA to anyone who may request it within the Area committees. Liaisons will be reimbursed for gasoline expenses. This position shall be for a term of one year.
		7. **ARCHIVIST:** Shall act as the custodian of all material (documents, memorabilia, traveling showcases, etc.) in such a way that there can be no substantial distortion of our history. Shall act as a liaison between the General Service Office archivist and the Council pertaining to all WICYPAA Archive issues. Shall follow, to the best of their ability, the Archive guidelines set forth by the General Service Office. Shall act as a liaison between the Council and the Conference Host Archives Chair pertaining to all Archive matters, including securing an Archives Room for the Conference. Shall provide each Conference with WICYPAA Archives to display in the Conference Archives room. Shall maintain the Archives Storage locker, ensuring any necessary contracts or agreements are signed and payments are met. This position shall be for a term of two years.
		8. **BID DEVELOPMENT CHAIR:** Source new bids through outreach in both underdeveloped and developed regions. Be able to explain the bidding process with a step-by-step understanding of the bidding requirements. Foster existing bids by attending some bid committee business meetings. Be a contact person to current bid committees to direct questions & concerns to appropriate Council members. Distribute the WICYPAA Bidding Requirements to prospective Bid Committees at the Conference and throughout the year. This position shall be for a term of one year.
		9. **DATA ANALYTICS CHAIR:** *Meeting Minutes (Host and Bids)*- Collect current meeting minutes from the current host and bids. Using the minutes, update the key points of interest in the Council Google Sheets to provide Council the ability to give data driven recommendations where personal experience is limited. *Hotel Contracts (key performance indicators for new members)-* Prior to signing, ensure that the Google Sheet is updated with key points of interest from previous year’s hotel contract that will help new members understand what Council is looking for in the current year’s hotel contract. This will also serve the current members’ ability to see where Council’s standards of hotel contracts have been previously. The data sheets the Data Analytics Chair provides are not definitive or firm bounds in which the Council should seek to stay within. Decisions should always be based on Council’s collective experience, strength, and hope with the tools stated above acting as confirmation post-discussion rather than decision maker prior to discussion. This position shall be for a term of 2 years.
		10. **GOVERNANCE CHAIR:** Suggested to have a working knowledge of the Twelve Traditions and Twelve Concepts for World Service and have served on Council for two years. The Governance Chair maintains the following documents: WICYPAA Advisory Council Bylaws, Bidding Requirements, Host Packet, and Bid & Host Suggested Bylaws; referencing these documents for the Council, as needed. The Governance Chair suggests necessary changes and improvements to the Bylaws for clarification, or as proposed and voted on by the Council. No changes can be made to the WICYPAA Advisory Council Bylaws without proper communication, discussion, proposal, and 2/3 majority vote from the Council. This position shall be for a term of 1 year.
		11. **WEB LIAISON:** Monitor and approve content on WICYPAA’s website, taking anything questionable to the full advisory committee (i.e.: changes to purpose statement etc.). Be included as a recipient of webmaster@wicypaa.org along with \*WEBMASTER, who will actually be making the updates. Report usage statistics of the website (number of hits) to Council. Research and report back on new proposals such as using electronic registrations (i.e.: too risky, elaborate or expensive). Shall check monthly to ensure all links located on WICYPAA website are working. Email links include:

1. chair@wicypaa.org - emails to Host Chair

2. webmaster@wicypaa.org - emails to Webmaster & Web Liaison

* 1. Elections for the Council positions shall take place at the Q4 meeting of the Council prior to the Conference. All terms of office shall begin the Monday following the Conference and shall continue until the Monday following the Conference one or two years (depending on the position term) after the election year.
		1. For example: The person elected to the Treasurer position in 2024 at the Q4 meeting in December will begin that position the Monday following the 2025 Conference in January and rotate out of the position the Monday following the Conference in January in 2027. (Treasurer is a two-year position)
1. **MEETINGS**
	1. The Council shall meet on a quarterly basis (4 times per year) for the purpose of evaluating the progress of the current Host Committee, as well as current or prospective Bid Committees, and to handle any other necessary business pertinent to the operation of the Council and the Conference as a whole.
	2. The Q2 meeting shall occur on or around the date of the current Host Committee’s contract signing.
	3. Aside from the four quarterly meetings, the Council Chair may call any additional meetings of the Council which the Chair or Council body deems necessary.
	4. The Council Chair shall call and arrange the meeting place of all four Council meetings.
	5. A quorum, which consists of a simple majority of serving members, must be present for Council to take any official action on behalf of the Council or the Conference.
	6. In the event that quorum is not met, the Operating Committee may conduct business on behalf of the Council.
	7. Except as otherwise noted, motions and resolutions shall require a simple majority of voting members in attendance at Council meetings.
	8. Each voting member, including alternate members voting in place of standing members, shall have one vote. Absentee voting is not permitted.
	9. The Council shall meet for a bidding session, where Bid Committees present their bids for the Conference, Saturday morning of the Conference with site selection to follow the conclusion of the bidding session. The Q1 meeting of the Council occurs at the Conference following bidding session and site selection.
	10. Except as otherwise noted, Council members are expected to attend all meetings necessary to award the Conference to one of the Bid Committees.
	11. The Council holds the sole authority to award the Conference to a Bid Committee.
	12. The decision to award the Conference to a Bid Committee shall be done by Third Legacy voting in a closed session of the Council. The announcement of the winning Bid Committee will be made at the Saturday night main meeting at the Conference.
	13. Council members may not discuss with attendees, Host Committee members, or Bid Committee members the decision made during site selection nor the comments, questions, and/or concerns raised or discussed during the closed site selection session of the Council.
	14. Once a Bid Committee is awarded the Conference, Council will meet with the winning Bid Committee to provide them with the following:
		1. The document titled “Host Packet”
		2. The document titled "WICYPAA Advisory Council Bylaws”
		3. The Council’s contact information list
		4. A check in the amount of $1,000, set aside in Council’s prudent reserve as Host Seed Money
	15. In the event that no bids are presented, an emergency meeting of the Council will be held at the Conference. All past and present Council members will be invited to attend in order to decide whether the Conference should be suspended or hosted by the Council the following year.
		1. If the voting body of past and present Council make the decision to suspend the Conference, the body must determine what the subsequent fate and function of the Council will be
	16. After the Host Committee has closed its book, the Host Committee’s Chairperson shall schedule a meeting promptly following the Conference conclusion to turn over leftover funds and handle any business that may have arisen from the Conference.
2. **OPERATING PROCEDURES**
	1. The Council shall adhere to and make all decisions respecting the Twelve Traditions and the Twelve Concepts for World Service of Alcoholics Anonymous.
	2. The Council shall establish bidding requirements and have the sole authority to make exceptions thereto.
	3. Any Council member proposing a change to any of the Council Bylaws, or any of the Council’s documents, shall distribute copies of those proposals no less than three days prior to any meeting of the Council in order to give Council members a chance to review them and make recommendations for amendments and an opportunity to make an informed decision.
	4. Emergency proposals may be added to a Council meeting agenda by a simple majority vote of present Council members, so long as quorum is established.
	5. The Council shall maintain a permanent mailing address by which to handle business through.
		1. Current Council P.O. Box:
		2. The Council Treasurer will maintain the P.O. Box, furnish GSO and other inquiring bodies with our current address, and ensure payment for the P.O. Box is made.
	6. All Council financial transactions shall be made through the Council’s bank account(s). No member of the Council shall incur any expenses on behalf of the Council without quorum, and, whenever possible, substantial unanimity other than the ongoing expenses related to the functioning of the Council.
		1. The Council Chair, Co-Chair, Treasurer, and Co-Treasurer shall be named on the Council’s bank account(s).
		2. One of the aforementioned positions named on the bank account(s) shall be required as a signature on any check.
	7. The Council shall endeavor to maintain a prudent reserve of $13,000, broken down as follows:
		1. $7,000 for emergency use in the event of the Conference and its Host Committee falling by means of financial bankruptcy
		2. $1,000 seed money for the Bid Committee awarded Host at The Conference
		3. $2,000 for annual operating expenses (P.O. Box, 501c3 maintenance, domain maintenance, Archives Storage Locker, etc.)
		4. $3,900 for Council reimbursement (app. Q3 2024)
	8. Council members encounter a myriad of expenses associated with attending the annual conference. In order to mitigate the financial strain on a Council member and encourage participation, Council members may submit for conference related expense reimbursement. Reimbursement requests must be sent to the Council Treasurer prior to the conference end for payout at the conference. Council members must submit receipts at the Conference in order to receive reimbursement.
		1. Council members may choose, based on financial need, whether they would like to submit for reimbursement and what items from the provided list they would like to submit for reimbursement for. Permitted expenses Council members may submit for reimbursement:
			1. registration (maximum $25)
			2. banquet (maximum $50)
			3. mileage (at current GSO rate)
			4. 1-night cost at the conference hotel or overflow hotel
	9. The prudent reserve may drop below the $13,000 between allocating seed money, in payment of operating expenses, and Council reimbursement
	10. Funds beyond the prudent reserve shall be dispersed in a split in the following manner:
		1. 30% to the Alcoholics Anonymous General Service Office
		2. 30% to Area 74
		3. 30% to Area 75
		4. and 10% to the appropriate Central Office or Intergroup as determined by the Council based on where the Conference and/or Host Committee is located.
	11. The P.O. Box, bank account(s), Archives storage locker, and other property belonging to the Council shall not be used for anything other than Council business except as previously mentioned.
		1. All materials given to or created by the Council shall be deemed property of the Council and passed on to successive Councils.
	12. The Council shall maintain an Archives storage locker with the current Council Archivist being the custodian of the storage locker and its contents.
		1. All archival materials, as well as Council property, should be kept in Council’s Archives storage locker.
		2. These materials should only be removed for the purpose of displaying the Archives at the Conference and any other events which the Council’s Archivist has been invited to display said Archives.
		3. Current location of Council’s Archives storage locker: Extra Space Storage, New Berlin. Storage locker number 4.
	13. COUNCIL DEBIT CARDS-
		1. # debit cards exist that are attached to the Council checking account; these debit cards will be held at all times by the Chair, Co-Chair, Treasurer and Co-Treasurer of Council
		2. The debit cards are to be brought to the Conference each year and turned over to the incoming Council Chair, Co-Chair, Treasurer and Co-Treasurer, as rotation occurs.
		3. The Council debit cards are only to be used for business relevant to the operation of Council or the Conference in which a Council member would otherwise need cash, check, or reimbursement from their personal accounts, to perform such business; this is including, but not limited to:
			1. Operational cost (501c3, P.O. Box, Storage Locker, Zoom, website host/domain costs, etc.)
			2. Printing, mailing, and shipping costs, as needed.
			3. As the signers on the Conference hotel contract, any expenses Council may need to incur on behalf of the Host Committee, and
			4. Costs associated with providing financial support to the current Host Committee if the Host Committee falls by means of financial hardship, as referenced in Section VI. The Host Committee, point g.
		4. The maximum allotted amount to charge to the debit card without prior approval from the operating committee and, whenever possible, the entire committee, is $100
		5. If members of Council who are not cardholders need to use the debit card for any of the aforementioned items, they must have approval from the operating committee and, whenever possible, with the one of the cardholders present at the time of purchase.
		6. Receipts from purchase using the debit cards must be turned into the Treasurer or Co-Treasurer as soon as possible following the purchase.
		7. Misuse of said debit card will result in the loss of privilege of the debit card and potential dismissal from Council.
		8. The Treasurer and Co-Treasurer will use online banking transaction history to ensure proper use of the debit cards.
	14. No member of the Council shall hold a voting position on a current WICYPAA Host or Bid Committee.
	15. Council shall maintain web hosting and domain costs for www.WICYPAA.org.
3. **THE HOST COMMITTEE**
	1. The winning Bid Committee, once awarded the Conference and disbanding the Bid, will schedule Host Committee elections (date, time, and location) as soon as possible following their disbandment, giving the Council at least 4 weeks’ notice to attend and be present at Host Committee elections.
	2. The Host Committee shall give Council 4 weeks’ notice to attend and be present at any hotel walk-through.
	3. The Host Committee, although selecting a hotel through its means of establishing a group conscience, shall involve the Council in all hotel negotiations and signing of a hotel contract.
		1. The Council Chair and Co-Chair shall be the signers of any and all hotel contracts.
		2. All efforts to sign the hotel contract at the hotel walk-through with Host and Council should be made.
		3. Prior to signing the hotel contract, the contract should be sent out to Council as a whole for review and recommended revisions.
	4. Each Host Committee is responsible for paying its own expenses and should make all efforts to fulfill any financial obligations which the Conference may incur.
	5. Any profits made from the Conference shall be dispersed to the Council.
	6. The Host Committee shall close it books within sixty (60) days of the close of their Conference, forwarding a written financial statement and any balance to the Council Treasurer.
	7. In the event that a deficit of funds is incurred, and a Host Committee is not able to fulfill some or all of their financial obligations, Council will make its best effort to absorb these debts and provide either the Host Committee or its creditors with the money owed.
		1. This should not be used as an excuse by the Host Committee to rely on Council for financial bailout or to spend money on non-essential parts of the Conference.
	8. Withstanding the legalities of the signing of the hotel contract, the Host Committee will be given autonomy from the Council as a distinct committee operating with their own group conscience. The Host Committee should operate with the knowledge that the Council stands ready to assist as the legal and spiritual guardians of the Conference whenever requested to do so by the Host Committee or whenever Council sees substantial need based on an impact to the Conference or body of WICYPAA as a whole (as given in Concept 5 of the Twelve Concepts for World Service).
	9. The Host Committee may not make any decisions which may cause harm to the Conference as a whole, the Council, or Alcoholics Anonymous as a whole.
	10. Regarding election of members of the Host Committee rolling onto the Council, per the Host Packet, it is suggested that at least one (1) member of the Council be present at said elections and that the elections be run by Third Legacy Voting procedure. This should be done prior to the Conference. (see also: Host Packet: ‘Advisory Council Membership Guidelines.’)
	11. It is strongly suggested that all documents relating to the Host Committee’s bank account(s) and finances be sent to the Council Treasurer.
		1. The purpose of this suggestion is to act as a check against improper use of funds, and to ensure that several people are aware of the Host Committee’s financial condition, and to ensure that bills are paid in a timely manner to protect the reputation of the Conference.
4. **FACEBOOK POLICY**
	1. The secret WICYPAA Facebook page shall include four (4) admins. Advisory Chair, Co-Chair, Web Liaison, and the current host committee Chair.
	2. The “about” section of the page shall include the following:
		1. This is the secret Facebook group for the Wisconsin Conference of Young People in Alcoholics Anonymous (WICYPAA) In support of AA's principle of anonymity, our page setting is set to secret so that only group members may view it. Group membership and content will not show up on your public profile. In keeping with the Tradition of anonymity, what you see here, who you see here, please let it stay here.
	3. The purpose of this group is to outreach WICYPAA and promote unity within the YPAA community. We ask users of this page to maintain a respectful environment, and to limit posts or comments to AA-related topics. Members of the WICYPAA Advisory Council & Host Committee monitor posts and comments to the WICYPAA Facebook Page. The Advisory Council reserves the right to remove any material, including, but not limited to:
		1. Discriminatory or harassing comments
		2. Comments that are personal attacks on an individual
		3. Trolling (making deliberately offensive or provocative posts with the aim of upsetting or eliciting angry responses)
		4. Racist, sexist, or derogatory content
		5. Product advertisements (includes treatment centers, halfway houses, clubhouses)
		6. Non-AA event promotion
		7. GoFundMe or similar crowdfunding accounts
		8. Political support
		9. Comments that are spam
	4. Posts that do not adhere to these guidelines will be removed. Members who repeatedly disregard these guidelines will be removed from the group.
	5. WICYPAA Advisory Council will respond to posts when appropriate. However, it is not responsible for any unanswered posts or inaccurate information posted by others. For the most accurate information, visit www.wicypaa.com.