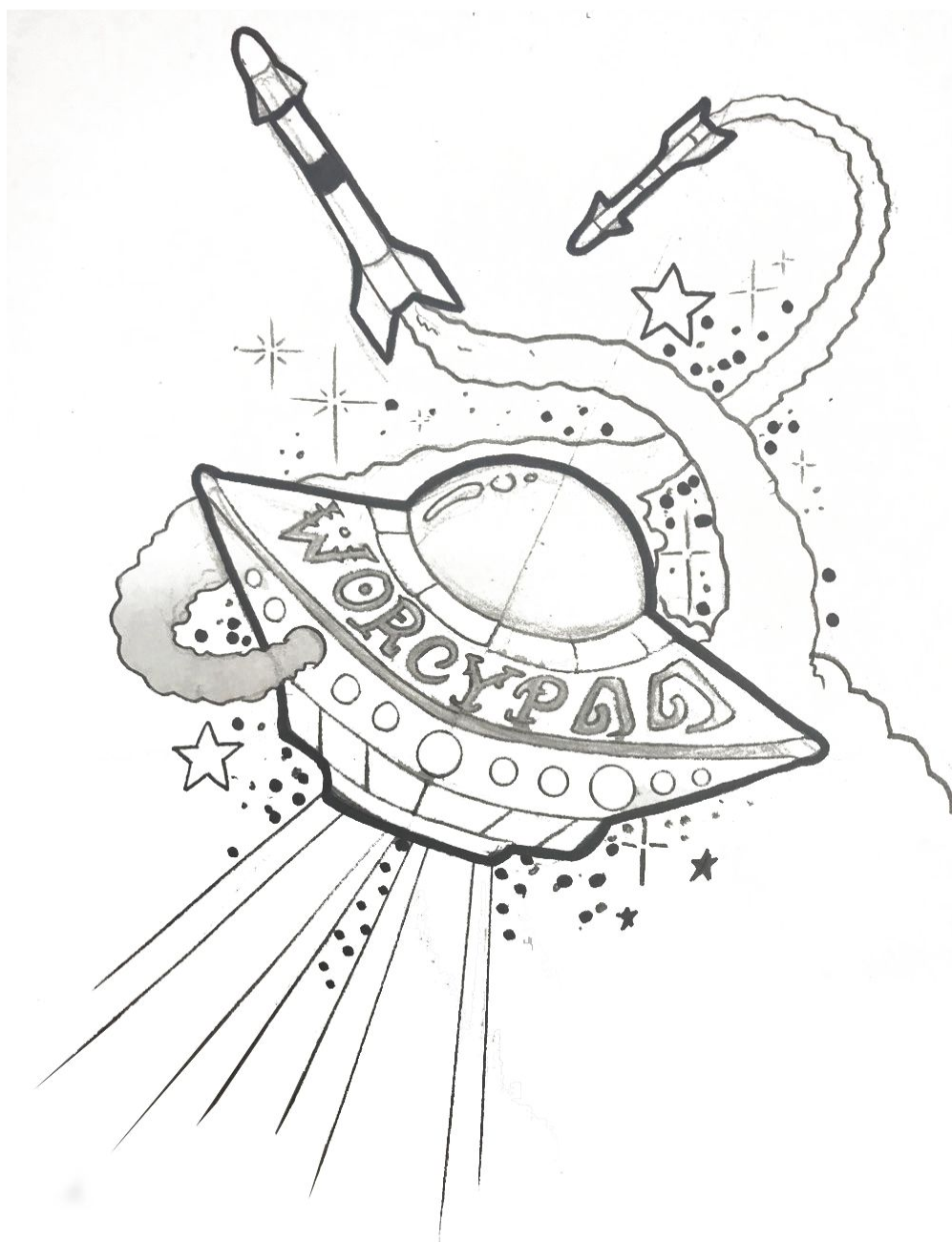


WORCYPAA

(Westchester, Orange, and Rockland Committee of
Young People in Alcoholics Anonymous)

P.O. Box 757
Nanuet, NY 10954

By-Laws
(Last amendment on 11/25/18)



1) Mission Statement

“WORCYPAA is a service committee of young people in Alcoholics Anonymous. We are open to all alcoholics. We host and attend events all over the region to show the newcomer that there is a solution. We grow in our recovery by carrying the message of Alcoholics Anonymous and through our participation in service and Unity”

2) Membership of WORCPAA

- a) The only requirement for membership is a desire to stop drinking.
- b) Anyone in attendance at a WORCYPAA committee meeting may consider him or herself a member of WORCYPAA, and therefore may participate in discussion and voting procedures.
 - i) It is suggested that a member abstain or refrain from voting if they feel they do not have a reasonable understanding of the topic at hand.

3) Elections for Committee Positions

- a) WORCYPAA elections will be conducted using the election guidelines outlined in the A.A. Service Manual. (See Appendix G)
- b) Elections for all committee positions will be held annually on the 4th Sunday in January. Terms are effective immediately.
- c) In the spirit of rotation, no committee Chair will serve more than two full consecutive terms in the same position.
- d) Candidates and Voting Eligibility:
 - i) Any A.A. member who is willing and able to serve on WORCYPAA may stand as a candidate for a position, and will have the opportunity to give a brief A.A. Service Resume, including their sobriety date and specific qualifications, before an election takes place.
 - ii) Every A.A. member has one vote
 - (1) Absentee voting is not permitted
 - (2) Those who do not wish to participate in voting may refrain from voting
- e) An A.A. member who is unable to attend an election may stand for a position via proxy.
 - i) The absent candidate should write a brief statement explaining why they feel qualified for the position. They should ask someone in attendance to present the statement on their behalf at the appropriate time.
- f) In the event that a candidate stands to fill a position unopposed, they may be accepted by acclamation with a 2/3 majority vote.
- g) A suggested time requirement is listed next to each committee position. These time requirements refer to a member’s current length of continuous sobriety.

4) Rules for elected committee positions

- a) Attendance:
 - i) Failure to attend two consecutive WORCYPAA committee meetings without prior notice to the Chair, CoChair, or Secretary will result in an automatic warning from the Chair.
 - (1) Failure to attend the next meeting will result in a call to vote on whether the person must forfeit their trusted servant position.

- ii) Failure to attend three WORCYPAA committee meetings within a 3 month period with or without notice to the Chair, CoChair, or Secretary will result in an automatic warning from Chair.
 - (1) Failure to attend more than three meetings in that 3 month period will result in a call to vote on whether the person must forfeit their trusted servant position.
 - iii) If absent, a proxy report should be submitted in advance to the Chair, CoChair, or Secretary.
 - iv) The steering committee comprised of chair, co-chair, secretary and treasurer can initiate call to vote for removal of any trusted servant if deemed appropriate.
- b) A break in continuous sobriety is considered an automatic resignation of one's elected committee position.

5) Committee Structure

- a) The following trusted servant positions are elected from the WORCYPAA membership. Each position carries a one (1) year term.
- b) Each trusted servant should have a working knowledge of AA's 12 Steps and Traditions.
- c) Each trusted servant is responsible for assisting the newly elected servant into their role.
- d) Each trusted servant responsible for developing the role of his/her CoChair.
- e) Sub Committee Meetings
 - i) Any Chair may hold subcommittee meetings at their discretion.
 - ii) SubCommittee meetings should be scheduled with care given to the time, day, and location, as well as other scheduled subcommittee meetings so those interested can attend.
 - iii) The results of a subcommittee meetings shall be reported at the following WORCYPAA meeting.
 - iv) Each elected member of WORCYPAA has a 'Right of Decision' as described in Concept 3 of the 12 Concepts for World Service. This means that each Chair and CoChair has great freedom in how they choose to fulfill the duties of their position. However, it is understood that each Chair will give a report of their plans, decisions and actions at each WORCYPAA meeting and that adequate consultation with the WORCYPAA Officers will inform any important decisions and actions.
 - (1) "This 'Right of Decision' should never be made an excuse for failure to render proper reports of all significant actions taken* it ought never be used as a reason for constantly exceeding a clearly defined authority, nor as an excuse for persistently failing to consult those who are entitled to be consulted before and important decision of action is taken.: (Concept 3, *A.A. Service Manual*)

Position	Suggested Time Requirement	Description
Chair	3yrs	Responsible for the overall functioning of the committee. Should have a working knowledge of A.A.'s 12 Steps, Traditions, and Concepts. Holds all elected committee members accountable for the duties of their position and ensures that all tasks are accomplished. Should hold no opinion. Only give points of information to help move the

		<p>discussion along when necessary, while trying to avoid interruption of the committee meeting and members speaking. In the event the committee votes to relieve a member of their elected position, it is the Chair's responsibility to inform him or her of the committee's decision. Should keep well informed of what is happening on each sub-committee and assist as needed with the help of their Co-Chair. Informs the Secretary of upcoming meetings and changes. Maintains a current outreach email list with the Secretary. Acts as one of four possible signers for the committee bank account (Chair, Co-Chair, Secretary, and Treasurer). Creates the agenda for each committee meeting and electronically shares it 48 hours prior to the meeting. Opens all committee meetings and conducts each meeting in an orderly fashion by recognizing members entitled to the floor, limiting discussion to person at a time. If any vote does not show substantial unanimity, is the cause of major disagreement, or is lacking significant participation due to abstentions in the majority or poor attendance, the Chair may choose to postpone the motion. If the Chair does postpone the motion, it will be priority in Old Business at the next regularly scheduled business meeting.</p>
Co-Chair	1yr	<p>Assist Chair with ensuring that all tasks are accomplished. Acquires knowledge of how to Carry out the duties of the Chair. In the absence of the Chair, accepts full duties of the Chair. Carries out various duties assigned by Chair. Acts as one of the six possible signers on the WORYCPAA bank account. Acts as a liaison between WORYCPAA and other YPAA committees, staying informed of their activities and contacting them when necessary. In the event the committee votes to relieve the Chair of their elected position, it is the CoChair's responsibility to inform him or her of the committee's decision. Should keep well informed of what is happening on each Subcommittee and assist as needed. In the event the committee votes to relieve the Chair of their elected position or if the Chair's position is Vacated for any reason, the CoChair will Immediately rotate into the position of Chair for the duration of the term.</p>
Treasurer	2yrs	<p>Must have a personal bank account. Should have a working knowledge of AA's 12 steps, traditions, and concept. Keep an up to date detailed financial report, expenses and has a hard copy available at all committee meeting. Collect and manage all funds collected at all meetings and events. Treasure will provide an annual and projected report for the incoming treasures on the 2nd Sunday of January prior to election meeting. Treasury is held by the Advisory Committee.</p>
Secretary	1yr	<p>Acts as the custodian of all committee materials. Answers all correspondence promptly and in the spirit of WORCYPAA. Makes available to committee members copies of all correspondence pertaining to the committee or young people in A.A. Ensures that all documentation and other communications media maintains the integrity and language as described in WORCYPAA's by laws. Keeps accurate minutes of all committee meetings including exact wording</p>

		for all motions, as well as major points of discussion. Minutes should be emailed to the WORCYPAA Chair & Co Chair, WORCYPAA Website Chair & CoChair, SENY Alternate Delegate, and ICYPAA Advisory Council (*advisory@icypaa.org*)* within one week of the committee meeting. Responsible for acquiring minutes from all subcommittee meetings to keep on file. Reads the previous meeting's minutes for approval at each committee meeting. Works together with the Website Chair to make sure minutes of all WORCYPAA committee meetings are posted on the website within one week of the meeting. Keeps attendance at each meeting and informs the Chair of absences. Maintains a current contact List of all committee members and positions held. Maintains a current Outreach Email List with the Chair. Responsible for sending an email notification of all committee meetings and events to the Outreach list. Holds one of two keys to the WORCYPAA PO Box and coordinates checking for mail with the Chair before each committee meeting.
Secretary CoChair	1yr	Acquires knowledge of how to carry out the Duties of the Secretary. Carries out various duties assigned by the Secretary. In the absence of the Secretary, accepts full duties of the Secretary. In the event the committee votes to relieve the Secretary of his/her elected position, or if the Secretary's position is vacated for any reason, the Secretary CoChair will immediately rotate into the position of Secretary for the duration of the term.
Seny Liaison-Rockland County	1 yr	Acts as the liaison between WORCYPAA and the General Service Structure for Rockland county. Attends respective GSR meetings. Stays informed of and is encouraged to attend all Seny Assemblies. Stays informed of all Seny standing committee activities. Works with other WORCYPAA Seny Liaisons and communicate effectively to make sure county area newsletters and SENY Agenda Chair are notified of all upcoming WORCYPAA events.
Seny Liaison-Orange County	1 yr	Acts as the liaison between WORCYPAA and the General Service Structure for Orange county. Attends respective GSR meetings. Stays informed of and is encouraged to attend all Seny Assemblies. Stays informed of all Seny standing committee activities. Works with other WORCYPAA Seny Liaisons and communicate effectively to make sure county area newsletters and SENY Agenda Chair are notified of all upcoming WORCYPAA events.
Seny Liaison-Westchester County	1 yr	Acts as the liaison between WORCYPAA and the General Service Structure for Westchester county. Attends respective GSR meetings. Stays informed of and is encouraged to attend all Seny Assemblies. Stays informed of all Seny standing committee activities. Works with other WORCYPAA Seny Liaisons and communicate effectively to make sure county area newsletters and SENY Agenda Chair are notified of all upcoming WORCYPAA events.
C&TF Chair	1yr	Responsible for coordinating meetings inside area Corrections and Treatment Facilities. Should follow up with volunteers to ensure that all commitments are covered. Stays informed of and is encouraged to

		attend all SENY Corrections Committee and SENY Treatment Facilities Committee meetings. Maintains access to all pertinent applications necessary for volunteers to complete in order to gain entry into such facilities.
C&TF CoChair	1yr	Acquires knowledge of how to carry out the duties of the C&TF Chair. Carries out various duties assigned by the C&TF Chair. In the absence of the C&TF Chair, assumes full duties of the C&TF Chair. In the event the committee votes to relieve the C&TF Chair of their elected position, or if the C&TF Chair's position is vacated for any reason, the C&TF CoChair will immediately rotate into the position of C&TF Chair for the duration of the term.
Events Chair	1yr	Responsible for finding locations and arranging events deemed appropriate by the committee that promote awareness of WORCYPAA, unity and recovery. Plans events in conformity with AA Traditions. Coordinates committee approved budgets with the Treasury. Develops ideas for events and arranges all aspects of such events, including but not limited to the place, date, time, speakers, costs, refreshments, music (if applicable), etc. Recruits volunteers to help organize and run all events. May form a subcommittee and should keep the full committee informed of discussions and actions taken at these meetings.
Events CoChair	1yr	Acquires knowledge of how to carry out the duties of the Events Chair. Carries out various duties assigned by the Events Chair. In the absence of the Events Chair, assumes full duties of the Events Chair. In the event the committee votes to relieve the Events Chair of their elected position, or if the Event Chair's position is vacated for any reason, the Events CoChair will immediately rotate into the position of Events Chair for the duration of the term.
Outreach Chair	1yr	Should develop and implement an outreach plan that prioritizes the entire SENY Area. Responsible for outreaching all WORCYPAA and committee functions. Works closely with the Events and Graphics Chair in order to produce outreach materials for all scheduled events. Distributes fliers to individual members, meetings, treatment centers, InterGroups, and other AA functions throughout the SENY Area and beyond. Coordinates announcements about WORCYPAA committee meetings and events at AA meetings. Forwards all pertinent outreach information to the Website Chair. Stores the WORCYPAA banner and outreach table materials. Responsible for coordinating volunteers and transportation of outreach table materials to and from all WORCYPAA presence requests. May form a subcommittee and should keep the full committee informed of discussions and actions taken at these meetings.
Outreach CoChair	1yr	Acquires knowledge of how to carry out the duties of the Outreach Chair. Carries out various duties assigned by the Outreach Chair. In the absence of the Outreach Chair, assumes full duties of the Outreach Chair. In the event the committee votes to relieve the Outreach Chair of their elected position, or if the Outreach Chair's

		position is vacated for any reason, the Outreach CoChair will immediately rotate into the position of Outreach Chair for the duration of the term.
Graphics Chair	90 days	Designs and produces all approved printed and digital material requiring graphics (fliers, tickets, banners, tshirts, etc.) Has access to a computer with appropriate digital technologies. Works closely with the Events and Outreach Chairs in order to produce outreach materials for all scheduled events. Researches economical production options and presents them to the committee for final decision by group conscience.
Graphics CoChair	90 days	Has access to a computer with appropriate digital technologies. Acquires knowledge of how to carry out the duties of the Graphics Chair. Carries out various duties assigned by the Graphics Chair. In the absence of the Graphics Chair, assumes full duties of the Graphics Chair. In the event the committee votes to relieve the Graphics Chair of their elected position, or if the Graphics Chair's position is vacated for any reason, the Graphics CoChair will immediately rotate into the position of Graphics Chair for the duration of the term.
Website Chair	1yr	Should have prior experience with website design and implementation. Responsible for maintaining up to date website content in conformity with AA Traditions. Works together with Events, Graphics and Outreach Chairs to make sure all outreach/events materials are posted and removed from the website in a timely manner. Works together with the Secretary to make sure minutes of all committee meetings are posted within one week of the meeting. Maintains the worcypaa.org email system and promptly updates whenever there is a change in the WORCYPAA committee roster.
Website CoChair	1yr	Should have prior experience with website design and implementation. Acquires knowledge of how to carry out the duties of the Website Chair. Carries out various duties assigned by the Website Chair. In the absence of the Website Chair, assumes full duties of the Website Chair. In the event the committee votes to relieve the Website Chair of their elected position, or if the Website Chair's position is vacated for any reason, the Website CoChair will immediately rotate into the position of Website Chair for the duration of the term.
12 th Step Call Chair	1yr.	Responsible for responding to all 12 th Step calls within 24 hours. Registers WORCYPAA for 12 th Step Call service opportunities through county intergroups. Organizes within all 3 counties 12 th Step related service opportunities and documents them in the Google Drive. Ensures that commitments are filled before scheduled time slot. Maintains 12 th Step Call List that is available to committee through the Google Drive.
12 Step Call CoChair	1yr.	Acquires knowledge of how to carry out the duties of the 12 th Step Call Chair. Carries out various duties assigned by 12 th Step Call Chair. In the absence of the 12 th Step Call Chair, assumes full duties of the 12 th Step Chair. In the event the committee votes to relieve the 12 th

		Step Call Chair of their elected position, or if the 12 th Step Call Chair's position is vacated for any reason, the 12 th Step Call CoChair will immediately rotate into the position of 12 th Step Call Chair for the duration of the term.
Archivist	90 days	Responsible for collecting fliers, documents, memorabilia, A/V files, and any other data that will help preserve WORCYPAA's history. Offer appropriate WORCYPAA archival materials to the GSO, SENY, and county's GSR archivists.
LGBTQ Liaison	90 days	Works closely with the Outreach Chair to coordinate the WORCYPAA Outreach to the LGBTQ community within AA. Research, develops, and proposes additional related service opportunities.
Accessibility/Special Needs (ASN) Chair	1 yr.	Works with the area's Accessibility/Special Needs committees to communicate with, outreach to, and accommodate to the Special Needs community. Making services available to the hearing impaired, and tending to the needs of attendees with disabilities at all WORCYPAA events.
Prayer and Unity Chair	90 days	Responsible for reminding the committee of the spiritual aspect of our service work. Calls a prayer during heated debate, ever reminding us of our primary purpose. Helps coordinate all committee unity/fellowship gatherings outside of committee meetings and events.
Prayer and Unity Co Chair	90 days	Acquires knowledge of how to carry out the duties of the Prayer and Unity Chair (PUC). Carries out various duties assigned by the PUC. In the absence of the PUC, assumes full duties of the PUC. In the event the committee votes to relieve the PUC of their elected position, or if the PUC's position is vacated for any reason, the Prayer and Unity CoChair will immediately rotate into the position of PUC for the duration of the term. No person, except for the Chair/CoChair, shall ever interrupt a speaker while he/she has the floor unless a question of procedure arises, or a prayer is called.
Bid Facilities Chair*	2 yrs	Researches and develops relationships with facilities (hotels, universities, convention centers, gymnasiums, churches, schools, meeting halls, etc.) capable of accommodating conventions and events. Obtains written commitments from facilities to comply with convention requirements. Shall represent WORCYPAA in a professional and responsible manner. Maintains communication with and seeks guidance from Advisory.
Bid Facilities CoChair*	2 yrs.	Acquires knowledge of how to carry out the duties of the Bid Facilities Chair (BFC). Carries out various duties assigned by the BFC. In the absence of the BFC, assumes full duties of the BFC. In the event the committee votes to relieve the BFC of their elected position, or if the BFC's position is vacated for any reason, the BFC will immediately rotate into the position of BFC for the duration of the term.
Bid Book Chair*	2 yrs	Shall coordinate the completion, production, and transportation of and accordance with the WORCYPAA group conscience and the

		convention/conference bidding requirements. Maintains communication with and seeks guidance from Advisory.
Bid Book CoChair*	2 yrs	Acquires knowledge of how to carry out the duties of the Bid Book Chair (BBC). Carries out various duties assigned by the BBC. In the absence of the BBC, assumes full duties of the BBC. In the event the committee votes to relieve the BBC of their elected position, or if the BBC's position is vacated for any reason, the BBC will immediately rotate into the position of BBC for the duration of the term.

*These positions will remain dormant until WORCYPAA votes to bid for a convention

6) Committee Operations

- a) WORCYPAA will follow the 12 Steps and 12 Traditions of Alcoholics Anonymous and the 12 Concepts for World Service.
- b) All WORCYPAA financial transactions will be made through its bank account.
 - i) No member will expense WORCYPAA funds over \$20.00 without first receiving a two thirds (2/3) majority approval from the committee.
 - ii) A transaction under \$20.00 only requires approval from the Treasurer.
 - iii) All reimbursements must be submitted to the Treasurer with receipt and reimbursement form (found in Google Drive)
- c) After each year's elections, the previous year's bank signers will have until February 1st * to add the new "Bank Signers" positions as signers.
 - i) At this point the previous year's Chair, Co-Chair Treasurer, and Secretary get removed of signers.
- d) WORCYPAA will maintain a PO Box for all written correspondence.
 - i) The committee PO Box and bank account will be used exclusively for WORCYPAA business.
- e) Any amendments, deletions, or additions to the WORCYPAA Bylaws will be made in a this step process:
 - (1) The changes will be submitted in writing, and copies distributed at a WORCYPAA committee meeting.
 - (2) The change will be discussed and evaluated the following business after the copies have been distributed.
 - (3) If necessary, subcommittee will edit accordingly following discussion.
 - (4) Changes after discussion will be submitted in writing, and copies distributed at the next WORCYPAA committee meeting to bring to vote.
 - (5) All amendments require a two thirds (2/3) majority approval from the voting body which will occur by the 3rd meeting after the amendment been presented.
- f) In the event that the WORCYPAA service area (Westchester, Orange, or Rockland Counties) is awarded ICYPAA or any other large-scale Convention, the WORCYPAA committee may scale down its operations, in effect becoming dormant, in order to best serve both the Host Committee and standing WORCYPAA service commitments
 - i) The WORCYPAA bank account will be kept separate from the Host Committee's.
 - (1) The WORCYPAA bank account will retain its prudent reserve, plus 25% of remaining funds. The balance will be transferred to the Host Committee's bank account

- (2) With the approval of the Host Committee, all standing WORCYPAA service commitments will be transferred to the Host Committee during the host year.

7) Committee Procedures

a) General:

- i) Regular WORCYPAA meetings will be held the 2nd and 4th Sunday at 7pm at 51 Sickletown road Pearl River.
Unless a two thirds (2/3) majority votes to move or postpone an individual meeting.

b) The Agenda:

- i) The Chair will arrange the agenda for all WORCYPAA meetings and distribute via Whatsapp business chat and/or e-mail.
 - (1) It is recommended that requests to add an item to New Business be done prior to the meeting, although requests to add an item will be considered during the meeting, prior to the close of New Business.
- ii) Agendas are to follow this order:
 - (1) Opening (with prayer)
 - (2) Review of the previous meeting's minutes
 - (3) Steering Committee Reports
 - (4) Committee reports
 - (5) Announcements
 - (6) Old Business
 - (7) 7th* Tradition
 - (8) New Business
 - (9) Closing
- iii) All committee meetings shall be a maximum of two hours long, unless a two thirds majority votes to extend the meeting.

c) Minutes:

- i) The Secretary is to prepare each meeting's minutes, noting old business, motions, actions, and other important items.
- ii) Copies of minutes are to be available to AA members upon request.
- iii) The minutes are to be distributed at least 24 hours prior to the meeting to be approved at each committee meeting.
- iv) The Chair is responsible for conducting the meeting so as to allow the Secretary to make the most accurate notes possible.
- v) The committee will honor all requests for clarification from the Secretary.

d) Reports:

- i) Trusted servants are to submit report including any request for New Business. At least 48 hours before business meeting.
 1. Reports shall inform WORCYPAA of the status, progress, and direction of the individual or subcommittee.
- ii) All committee Chairs/Liaisons shall give a report to the committee at every regularly scheduled WORCYPAA meeting.
- iii) All reports will be concise and well prepared.
 1. Following each report, the floor will be opened for questions, discussion and approval.

e) Motions and Voting Procedures:

1. Motions are generally made during reports, Old Business, New Business, or by contacting the Chair prior to the committee meeting.
2. In order for a motion to be discussed and voted upon, it must be seconded by a nother member of the committee.
3. Motions may be withdrawn by the member making the motion at any time prior to the vote.
4. Motions may be amended by the committee at any time prior to the vote.
5. A two thirds (2/3) majority is required to pass each motion. If two thirds isn't met motion does not get passed
6. Automatically following a vote, the minority opinion has an opportunity to be voiced. the minority opinion is heard, no discussion, the chairperson calls for change of vote. If no vote is influenced by minority opinion then vote outcome remains the same.
 - a. This motion to "reconsider the original motion" requires simple majority to pass.
 - b. If a simple majority votes against "reconsidering the original motion", then the original vote stands and minority rights no
7. At the conclusion of discussion the Chair will ask the Secretary to repeat the motion on the table and a vote will ensue.
8. When determining a two thirds (2/3) majority, the calculated amount is always rounded to the next whole number.
9. The Chair may not make motions, second them, or vote under any circumstances
10. Any member may make amendments motions at any appropriate break in the discussion.
11. Members may vote for, against, or abstain from voting.
 - a. An abstention vote is tallied for the minutes, but is not counted in the 2/3 majority.

f) Rules of Discussion:

- i) Listening:
 1. The Chair/CoChair may only interrupt a speaker for the following reasons:
 - a. Speaking off the topic
 - b. Speaking too long
 - c. Repeating the previous points at length
 - d. Talking
- ii) Discussion will begin by the Chair asking, "Is there any discussion?" The Chair will then call on members who have their hands raised.
- iii) The CoChair will keep a listed order of all the people that raised their hands, if needed
- iv) At the conclusion of discussion the Chair will ask the Secretary to repeat the motion on the table and a vote will ensue.

8) Appendix

- a) In the event of a unique condition not covered here, the Chair may suggest a method of proceeding which shall be temporarily adopted for that meeting only, with the approval of th e committee.

b) WORCYPAA is responsible for observing these Bylaws. The Chair is responsible for observing, enforcing and maintaining these rules of procedure.

c) If the disorderly discussion continues, the Chair may suggest a break, ask the person to leave the meeting, or declare the meeting adjourned if necessary.

d) The 12 Steps and 12 Traditions of Alcoholics Anonymous, and the 12 Concepts for World Service precede all procedures covered here. It is not the intention of WORCYPAA to violate any of A.A.'s spiritual principles.

e) The Twelve Steps of A.A.

f) The Twelve Traditions of A.A.

g) The Twelve Concepts of World Service

h) Third Legacy Procedure

8) Prudent Reserve

a) The prudent reserve shall be the sum of all the following costs:

1. three months of meeting space rent
2. the annual fee of a P.O. Box Address
3. the annual cost of our banking fees
4. the annual cost of our website