

NJYPAA

New Jersey Young People in Alcoholics Anonymous

Operating Guidelines

This document shall serve as an additional governing document for the Board of Directors of NJYPAA Inc. also known as the 'Advisory Council.' This document, or any part contained, does not supercede the 'Bylaws of NJYPAA Inc.' Should any part of this document be found to contradict the "Bylaws of NJYPAA Inc.", the Bylaws shall control.

Article I: Purpose

The Advisory Council are the custodians of the convention and NJYPAA. They are the legal and spiritual guardians of NJYPAA, the Convention, the Host Committee, and Bid Committees.

The Advisory Council, as individual members and as a collective, should do their utmost to practice the A.A Twelve Steps, Twelve Traditions, Twelve Concepts for World Service and the principles of Alcoholics Anonymous.

Article II: Membership

**See Appendix Interim Advisory Guidelines for first two conventions*

The members of the Advisory Council are individuals who were elected to membership from a past NJYPAA Host Committee. The Council is comprised of 12-15 Advisory Council members and Alternate members to Council.

All members of the Council have equal rights to vote, participate, and to be heard.

The length of a term of membership on the Advisory Council is five consecutive conventions cycles following their appointment. If a member is elected to an Officer position in their fourth or fifth year of service, their term may be extended up to seven years in order to complete the term of their election. In the spirit of rotation, the maximum limit for serving on the Advisory Council is seven consecutive conventions.

2.01 Electing New Members

New members to the Advisory Council are elected each year from the members of the Host Committee.

Directly prior to the start of the Convention, members of the Advisory Council shall conduct a Third Legacy Procedure for the Host Committee. The Host Committee will elect new members to serve on Advisory Council. Each Host Committee shall elect three Voting Advisory members and three Alternate Advisory members.

In order to be qualified to be elected to the Advisory Council, a member must have been a member of the current Host Committee continuously for a minimum of three months prior to the Convention and should have at least one year of continuous sobriety.

Once elected to the Advisory Council, each Voting Member has full voting and participation rights.

2.02 Alternate Members

Alternate Members are individuals who are elected to the Council serving as Alternate Members for their Host Committee's Voting Members.

Alternate members are to attend all Advisory Council meetings and calls. Alternates maintain full rights to participation and may serve on Advisory subcommittees. Though they have the full right to participation, they do not have a right to vote.

In the event that a Voting member's position is vacated, the Advisory Council shall elect an Alternate to replace the vacated position.

The procedure for selecting the Alternate member to become a Voting Member shall be as follows: The Advisory Council will offer the position to the first elected Alternate from the same Host Committee as the member whom vacated their position. Should the first elected Alternate refuse, the offer would go to the second elected Alternate, and if refused, likewise to the third. Should there be no suitable replacement from that Host Committee's Alternates, then the Advisory Council shall move to elect from the succeeding Host Committee.

2.02 Resignations

Resignations are forfeiture of one's position on the Advisory Council. Aside from a voluntary and willful resignation from the Advisory Council position, there are circumstances for which a member may be forced to resign from the Advisory Council. Thus are as follows;

- A break in continuous sobriety is considered an automatic resignation.
- Failure to attend two consecutive regular council meetings or two consecutive conventions shall be considered a voluntary resignation, though the Chair may choose to excuse an absence at his/her discretion.
- The Advisory Council votes by 4/5 Majority to remove any member.

Article III: Officers and Elected Positions

**See Appendix Interim Advisory Guidelines for first two conventions*

The Officers and Elected Positions are elected by the Advisory Council from its membership to perform specific duties on behalf of the Advisory Council.

No Council member may serve more than one consecutive term in the same position. Advisory elections will be conducted using the Third Legacy Procedure as outlined in the A .A. Service Manual.

Members of the Advisory Council are not eligible to stand for or be elected to any position until the completion of their first full year as a member of the Advisory Council.

All elected positions have a right to appoint sub-committees to assist them in the execution of their duties, subject to majority approval of the Council.

3.01: Officers

The Officer positions consist of the Chairperson, Co-Chairperson, Secretary, and Treasurer. They shall serve as the Registered Agents of the Corporation. The Officer positions are elected to serve a term of two years following their election. Officer Positions descriptions are as follows;

Chairperson:

Responsible for the overall functioning of the Advisory Council. Holds all elected members accountable for the duties of their position and ensures that all tasks are accomplished. In the event the committee votes to relieve a member of their elected position, it is the Chairperson's responsibility to inform them of the committee's decision. Should be well informed of activities of each service position chair and any subcommittees that is formed. Creates the agenda for Council meetings. Facilitates all Council meetings consistent with its Bylaws and Operating Guidelines. Acts as a signers on the bank account. Acts as a liaison between the Council and General Service when required. Must be a minimum of 18 (eighteen) years of age.

Co-Chairperson:

Assists Chairperson with the overall functioning of the committee as well as provide support when needed to ensure that all tasks are accomplished. When Chairperson is not present, facilitates the Council meetings and accepts full responsibilities of the Chairperson. In the event the committee votes to relieve the committee Chair of their elected position, it is the Co-Chairperson's responsibility to inform him or her of the committee's decision. If the Chairperson's position is vacated for any reason, the Co-Chairperson will immediately rotate into the position of Chairperson for the duration of the term. Must be a minimum of 18 (eighteen) years of age.

Treasurer:

Responsible for administration of all monies and financial records of the Council. Keeps an up-to-date financial report, closely tracking income and expenses. Ensures that all bills are paid on time and reconciles bank accounts monthly. Conveys monthly financial reports to the Chairperson and Secretary, as well as upon request. Acts as one of the four Registered Agents to NJYPAA Inc. Acts as a signer on the bank account(s). Shall be responsible for all merchant, vendor, or financial accounts needed for the Council. Responsible for facilitating the filing of the annual tax return required for all 501c3 Non-Profit Organizations (IRS Form 990 or 990EZ); incorporation renewals, or any other government related documents that apply. Responsible for transitioning the selected members of the Host Committee onto the joint account. Responsible for overseeing and mentoring the Host Committee's Treasury. Should the occasion require, will

distribute annual contributions, subject to group conscience, to the New Jersey Areas, Intergroups, and the General Service Office. Must be a minimum of 18 (eighteen) years of age.

Secretary:

Keeps accurate minutes of all committee meetings, including exact wording for all motions, as well as points of discussion. Answers all correspondence whether written or electronic promptly and in the spirit of the committee; making the Chairperson, Co-Chairperson, and Treasurer aware of any pressing correspondence immediately. Responsible for emailing approved minutes to the Council. Keeps attendance at each meeting (and informs Chairperson of absences, contingent on the attendance policy). Maintains a current contact list of the Council members. Responsible for furnishing information from previous minutes upon request. Maintains the Council's Bylaws and Operating Guidelines, and other operational documentation, making amendments when required. Will oversee and maintain the Council's documentation and electronic cloud storage. Must be a minimum of 18 (eighteen) years of age.

3.02 Elected Positions

The following are all additional elected positions on the Council as well as position descriptions;

Archivist:

Responsible for collecting documents, merchandise, audio/video files, publications, and any other items that will help preserve the convention's history. Shall act as the liaison between the GSO archivist and the Council pertaining to all NJYPAA archives; following the Archives Guidelines set forth by GSO. Serves as the custodian of the Convention banner; will store and convey the Convention banner to each Host Committee. Responsible for collecting all material for the archives from the Host Committee.

Hotel Liaison:

Responsible for overseeing the negotiations and execution of the hotel contract. Mentors and assists the Host Committees' Hotel Chair. Keeps up to date with all functions of the relationship between the venue, the Host Committee, and the Council.

Bid-City Liaison:

Acts as the liaison between the Council and any committee bidding for the Convention. Responsible for developing relationships with Bid Committees for the purpose of supporting this year's convention and growing strong candidates for future Host Committees. Shall keep regular contact Bid Committees; tracking their progress and mentorship as needed.

Article IV: Meetings

Council meetings shall be called at the discretion of the Chairperson with consideration to the availability of its members. The Council must hold a minimum of four business meetings each year, once per quarter, including the annual Advisory Meetings held at the Convention. All meetings may be held on a digital platform with the exception of the annual meeting held at the

Convention. At the discretion of the Chairperson, meetings can be called as frequently as needed to execute all Council business.

Article V: Voting Procedures, Quorum, Minutes, and Amendments

5.01 Voting Procedure

The following will serve as a general guide for voting protocol during all Council Meetings.

All Voting Council members, except the Chairperson, shall have one vote and will vote on all matters.

In order for a motion to be discussed and voted upon, it must be seconded by another member of the Council. In the event a motion is not seconded, it is immediately considered a dead motion.

Once a motion has been properly seconded, the Chair will re-read the motion at hand before opening for discussion. Discussion is not required for every motion. It is at the discretion of the Chair to determine the amount of time allotted and the number of voices heard during discussion of any given motion. In the discussion of a motion, the member who made the motion has the right to speak first and last on that motion.

The Chairperson may call a motion to a vote at their discretion, immediately after doing so, he/she will read the motion being voted upon.

Unless the motion requires a Third Legacy Procedure, a simple two thirds majority is required to pass a motion. In the event a clear two thirds majority is not a whole number by the sum of the voting members, the majority will be the next highest number. (i.e 19 voting member, $19 \times \frac{2}{3} = 12.66$, so majority would be 13 votes.)

A motion may be withdrawn by the member who made the motion at any time prior to the call of the vote with the approval of the Chairperson.

Motions may be amended by the one who made the motion at any time prior to the call for the vote.

The Chairperson may not make motions, second them, or vote. However if a motion results in a tie, the Chairperson may vote in order to break a tie.

Members may vote in favor, in opposition, or abstain from voting. No member included in the quorum has the right not to vote on a motion.

Following a vote, all members of the minority opinion have an opportunity to be heard. If a voting member of the majority is swayed by the minority opinion, a motion to "reconsider the

original motion” may be made. If there is not 1/3 in favor of “reconsidering the original motion,” then the original vote stands, and minority rights no longer apply. If, however, a 1/3 is in favor of “reconsidering the original motion,” the motion is reopened for discussion, and then followed by a second vote requiring a two thirds majority to pass. Minority rights no longer apply and the second vote on the motion stands as counted.

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 table the motion. If the Chair does table the motion, it will be the priority in Old Business at the next regularly scheduled business meeting.

5.02 Quorum

A quorum shall consist of two-thirds (2/3) of the Council’s membership.

Should a Voting Member be unavailable for a business meeting, they may ask an Alternate member, elected to Council from the same Host Committee, to vote and participate as proxy to them.

If quorum is not reached, the Chairperson may choose to ask Alternate Members to stand in as voting members in order to establish a quorum and conduct votes with unanimous approval by the Council.

5.03 Minutes

A complete record of each business meeting will be recorded by the Secretary in order to detail and keep records of the Council’s business.

The Minutes should include the date and time of the meeting, members in attendance, any reports submitted for the meeting, a record of all motions, the individual who made and seconded the motion, the result of the motion, any general discussion, and the time the meeting was closed.

5.04 Amendments

A three fourths majority of all Council members is required to amend the Bylaws or the Operating Guidelines.

Proposed Bylaw amendments must be submitted to the entire committee at least one week before a vote can be held. Should the amendment be deemed immediately necessary by the Chairperson, they may schedule an emergent meeting. Should any member of the Council not be able to attend the meeting, their vote may be conveyed to the Chairperson in advance.

History of Amendments must be kept as an independent document. A detailed record of all amendments must be kept in the care of the Secretary; this record must include the date

amendments were ratified and the exact amendments to the wording from the former wording to the amended wording.

Article VI: Site Selection

Site Selection is the process of the Council choosing the Bid Committee that will be awarded the Convention. Below is a general overview of process while at the Convention.

6.01 Bid Book Review

Upon submission of the Bid Books to the Council, each member and alternate shall be conveyed each bid book. All members and alternates are expected to review all Bid Books prior to arriving at the Convention.

6.02 Conveyance of the Bid Books

Upon the arriving at the Convention, each Bid Committee shall submit two hard copies of their Bid Books to the Secretary of the Council. The Secretary may receive the Bid Books at any time and place convenient to them. All Bid Books must be submitted by 10:00AM on Friday.

6.03 Bid Table Sessions

A Bid Table Sessions meeting is intended to give each member of the Council an opportunity to meet with each Bid Committee individually and ask any questions they may have regarding the Bid Book or Bid Committee. This meeting shall be held on Friday afternoon or evening.

6.04 Bid Presentations

On Saturday morning of the Convention, the Bid Presentation meetings will be held to give each Bid Committee twenty minutes to formally make a presentation to the Council, and anyone in attendance. The presentation may be done through video, skit, or oral presentation.

6.05 Closed Council Discussion

Following the Bid Presentations on Saturday, Council has a Closed Council Discussion to give each member an opportunity to state to the Council their considerations regarding the Bids. A tally of factors is kept by the Secretary and condensed down to the common denominators once the inventory is complete.

6.06 Site Selection Meeting

The Site Selection Meeting will be a Third Legacy Vote to determine the Bid Committee who will be awarded the Convention. A parliamentarian may be appointed prior to the site selection vote to run the Third Legacy Procedure. The Chairperson has the right to vote during Site Selection.

There are no established terms under which a bid is selected; however, members should consider the Bid Requirements, viability of the success of the Bid Committees, and the principles of Alcoholics Anonymous.

Upon the completion of the voting, results shall remain confidential until publicly announced by the Council's Chairperson, or appointee, at the Saturday night Main Speaker Meeting.

6.07 Meeting with Host Committee

After the announcement of the Site Selection, the Host Committee will be asked to meet with the members of the Council to prepare the new Host Committee with a brief orientation and prepare to register for next year's Convention.

6.08 Review with Bid Committees

The Council will meet with all of the non-awarded Bid Committees in order to give them immediate feedback and discuss where they could improve for the following year. The future of the Convention depends on active Bid Committees. The Council should take care to hold the Bid Committees with compassion.

6.09 No Viable Bid Condition

In the event that no bids are presented, an emergency meeting of the Advisory Council will be held. All past and present Advisory Council members will be invited to attend in order to find a suitable location for the convention, or to determine if the convention should be suspended, and if so, what the subsequent fate for the Advisory Council and its functions and finances will be.

Article VII: Host Committee

The relationship between the Council and the Host Committee is of paramount importance. The Host Committee are the working agents of the Council and provide an inestimable service to the welfare of the Convention.

The Council has custodial oversight of the Convention with veto power over the Host Committee's decisions.

7.01 AUTONOMY

The Host Committee is regarded as an autonomous entity. They have full rights to meet, gather, and make decisions without the immediate oversight of the Advisory Council. However, the Advisory Council must approve the Host Committee's Budget, Hotel Contract, AV Contract, and Final Program. Should occasion require, all decisions of the Host Committee are subject to be reviewed or vetoed by the Advisory Council.

7.02 CONVENTION FINANCES

The Host Committee shall submit a Convention budget proposal to the Council within 60 Days of being awarded the Convention.

Once elected, the Chairperson and Treasurer of the Host Committee will be added as signers to a subsidiary bank account with the Council. This account will be seeded \$1,000.00 (One Thousand Dollars) from the Council. This seed money is intended to assist the newly formed Host Committee with immediate expenses prior to obtaining financial stability. All monies raised

by the Host Committee from their Bid process should be immediately deposited into this account. No Committee should have an account independent of the subsidiary account.

The Host Committee is responsible to pay their own expenses and cannot expect the Council to assume any financial obligations which they may incur. However, any material and financial assistance given, including, but not limited to, the \$1,000 seed money, shall be returned to the Council by the completion of the Convention.

Within three days following the Convention, the Treasurer shall provide to the Host Committee the Council's budget for the upcoming year. Any profits made from the convention shall first be used to replenish the Council's prudent reserve (if necessary) and operating expenses for the following year.

The Host Committee has sixty days after the Convention to forward a written financial statement and payment to the Advisory Council Treasurer for the amount requested. All revenue beyond the immediate costs of the Convention and funds deemed necessary for the business of NJYPAA, may be donated to other AA organization with 501c3 status as voted on by the outgoing Host Committee, the consent of the Council, and in accordance with AA guidelines.

Additional information may be required after the financial statements have been provided so it is expected that the Host Committee understand they may need to work with the Advisory Council well after the close of the Convention.

7.03 P.O. BOX

The convention committee shall maintain a permanent mailing address until such a time after the convention that all convention business has been completed.

7.04 INSURANCE POLICY

A \$1,000,000 insurance policy must be obtained and secured at least 10 days prior to the convention naming the Host Committee as "insured" and the "NJYPAA Inc." as "additional insured." Proof of the policy must be presented to the Advisory Council Chair at least 10 days before the convention.

7.05 MAILING LIST

The Registration Chair of the Host Committee should maintain a database of all registered convention attendees. This database shall be forwarded to the Advisory Council secretary within 60 days of the convention's close. The database is confidential and should be treated as such.

Article VIII: Bid Requirements and Suggestions

In order to ensure that the Advisory Council can meet our responsibility to make a careful and informed decision during site selection, we have asked the Bid Committees to meet certain

requirements and suggestions. While the requirements are minimum expectation by the Council, there are many suggestions. As the Convention grows these will change over time.

8.01 Bid Committee Requirements:

Bid Committee Requirements are the mandated components that form a bid for the Convention. While the Council strongly suggests that a Bid committee follow all the suggestions for the Bid Package, the following items must be present for consideration;

- Proposed Hotel Contract.
- Proposed Convention Budget.
- Three Members of Bid Committee present at Convention.

8.02 Bid Package:

Bid Packages are a Bid Committee's formal proposal to the Advisory Council to support their bid for the convention. Submit a copy of the bid package in PDF format to the Advisory Council's Secretary no later than 10 Days prior to the Convention start date.

The essential elements of a Bid Package are as follows;

- Table of contents and page numbers.
- Committee roster with the names, position, sobriety dates, and contact information.
- Service resumes for each member.
- Proposed Hotel Contracts; minimum of two.
- Proposed Budget for the convention.
- Proposed Audio Visual Quote.
- Bid Committee Bylaws.
- Outreach Portfolio; how your committee supports the Host Committee, NJYPAA, and local AA as a whole
- Traveling Logistics, and Planning
- Proposed Program of Events for the Convention.

8.03: Bid Presentation

Bid Committees should participate in the Bid Presentations during the Convention. Each Committee will have a 20 minutes window to express the strength of their Bid, the Committees understanding of the principles of A.A, and the creativity and unity of the Committee is encouraged.

8.04: Bid General Suggestions

The Advisory Council will be considering the following additional items;

- The Convention is regularly held in the months of January, February, or March.
- Proposed Hotel Contracts should indicate proposed dates, room night commitment, room rates, total room inventory of hotel, food and beverage commitment, and any other relevant facility information.
- Proposed weekends for the Convention should not conflict with any Area 44, Area 45, or New Jersey's Intergroups major events.

- Demonstration of an understanding of AA's 12 Traditions and 12 Concepts.
- Demonstration that they have read, understood, and agree to the Host Committee responsibilities, NJYPAA Bylaws, and NJYPAA Operating Procedures.

IX: Reimbursements

NJYPAA currently does not have a reimbursement policy for the members of the Advisory Council. All travel reimbursement, hotel costs, food expenses, and other miscellaneous expenses incurred by the members of the Council will not be reimbursed until a formal prudent reserve and business costs have been established.

X: Appendix

10.01 The following is a brief reference for the terminology of this document.

- The term 'NJYPAA' refers to "the Corporation" or "NJYPAA Inc." or 'New Jersey Young People in Alcoholics Anonymous Inc.'
- The term 'Advisory Council' refers to the 'Board of Directors' of NJYPAA or 'The Council'.

10.02 Generic References

Any references herein to persons as male or female shall be considered as generic references, non-specific to actual gender.

10.03 Singular and Plural References

Any references herein to words in the singular or plural shall be interpreted in accordance with standard understandings of the reference.

10.04

The Advisory Council members are expected to adhere to the Conflict of Interest Policy and the Non-Discrimination and Anti-Harassment Policy.

10.05 Interim Advisory

*this section is to be removed after the second convention

In its inaugural year, the standing NJYPAA host committee shall elect 8 Voting Advisory Council members and two alternates. After the first two conventions, the Council will consist of all past NJYPAA Host Committee members and the past New Jersey YPAA Advisory members. After the first two conventions, no member shall be elected to an Operating Committee position until he or she has served at least one year on the Advisory Council.

Interim Elected Members + Structure

Four Advisory members will be elected who have served New Jersey YPAA in a past capacity as a committee member on EACYPAA Host XVII, as well as a member of the New Jersey Bid for EACYPAA or the South Jersey Bid for EACYPAA, with subcommittees in Central and North Jersey.

- They should have a minimum of four years continuous sobriety.
- Council Members with New Jersey YPAA experience shall also serve as the Operating Committee: Chair, Co-Chair, Secretary and Treasurer.
- Their council term will be five consecutive conventions

Four Advisory members will be elected who have been involved in YPAA, have started conferences or conventions outside the state of New Jersey or have served on YPAA Advisory councils in the past.

- They should have a minimum of seven years continuous sobriety.
- Out of state council members will not be able to stand for Operating Committee position, but can stand for the additional committee elected positions.
- Their council term will be two consecutive conventions

Two Alternate members will be elected who have served New Jersey YPAA in a past capacity as a committee member on EACYPAA Host XVII, as well as a member of the New Jersey Bid for NJYPAA or the South Jersey Bid for NJYPAA, with subcommittees in Central and North Jersey.

- They should have a minimum of four years continuous sobriety.
- Their council term will be five consecutive conventions