

TCYPAA ADVISORY COUNCIL

BYLAWS

PREAMBLE

We the members of the Advisory Council of the Tennessee Conference of Young People in Alcoholics Anonymous (T.C.Y.P.A.A.), set forth this day, to establish and preserve, through the following principles, the experience of our predecessors. In 1983, the Tennessee Conference of Young People in Alcoholics Anonymous was founded for the purpose of furthering the principles of A.A. among young people. The same year, a permanent committee was established for the preservation of the experience and material. We do think it beneficial to establish a custodian to preserve the efforts and experience, lest they be lost. Being cognizant that not all young people find our Conference or meetings 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 request our help, for it is through our sharing that we have learned to function within the framework of the A.A. Traditions.

PURPOSE

The T.C.Y.P.A.A. Advisory Council is formed for the express purpose of furthering the principles of Alcoholics Anonymous through its annual Conference and its Post Office Box. The Council is the custodian of the Conference experience. It shall offer to anyone who requests it, information regarding young people and young people's groups as pertaining to recovery in the A.A. program. It shall make its knowledge and experience available to G.S.O. on a regular basis for use throughout AA.

STRUCTURE

Each Conference Committee shall elect three (3) people to serve on the Advisory Council and three (3) Alternates. Those being elected must have served on the Conference Committee continuously for six (6) months prior to the actual Conference on which they served. They must be sober at least one (1) year. Those elected shall serve as voting members on the Council for their Conference and through four (4) additional traveling Conferences. Should the Council not have full membership, those rotating off may be requested to serve until Council again reaches full strength, provided they have not attained their fortieth (40th) birthday. Council members shall not have reached their fortieth (40) birthday upon election, but shall serve until their term expires, regardless of age. Failure to attend two (2) consecutive Conferences shall be considered as voluntary resignation. Breaking sobriety shall be considered resignation.

ALTERNATES

Anytime an Advisory Council Member will be unable to attend a conference during his or her service term, an Alternate from his or her city will be asked to serve for that particular conference. Council seats vacated due to resignation, shall be filled by previously designated Alternates and approved by the Council. The Alternate must be from the same Conference and named by the Council Member from that Conference. Alternates shall be elected as "First", "Second", and "Third". Therefore, if the First Alternate is unavailable, then the Second Alternate shall be called to serve, and if the Second Alternate is unavailable, then the Third Alternate shall be called to serve.

OPERATING COMMITTEE

The Council shall elect from its membership, an Operating Committee consisting of, but not limited to, a Chairperson, Co-Chairperson, Secretary, and Treasurer. They shall act as and be of service by direction of the Council and shall not take actions individually or collectively without the consent of the Council. Operating Committee members must be Council Members. They must serve on the Council for one (1) year before being elected to the Committee. Upon election, they shall serve for two (2) years {If elected, Council members may be asked to serve a one (1) year extension to fulfill the commitment of the position). Committeemen may not have attained their fortieth (40th) birthday at the time of election. Council shall use the election guidelines found in the A.A. Service Manual produced by G.S.O.

CHAIRMAN

Shall arrange for and announce the agenda for all Council Meetings prior to the Meetings. Shall open Council Meetings and maintain meetings in a reasonable order. Shall recognize members entitled to the floor. Shall state and put forth vote all motions properly made and seconded. Shall announce the results of all votes. Shall affix signature to all Council actions.

CO-CHAIRMAN

In the absence of the Chairperson, shall assume all responsibilities of the Chairperson and shall carry out the various duties assigned by the Committee. He/she shall act as liaison between the Council and General Service, and shall be in charge of the Archives. Will also be responsible for maintaining a current "Trend Report" compiled from all of the information received and recorded on host committee surveys from past conferences.

TREASURER

Shall keep accurate financial records of Council transactions. Shall give financial reports at Council Meetings and submit a financial statement. Shall bring with him/her all bank statements, deposit slips, and checkbook, to all Council Meetings, and be prepared to make deposits and disbursements. Shall maintain all accounts subject to inspection at any time. Shall be one of the signatures on all bank accounts.

SECRETARY

Shall act as custodian of all Council materials. Shall keep Minutes of Council Meetings. Shall furnish information from our records to anyone who requests it. Answer all correspondence promptly and to the will of the Majority of the Council Members. Shall furnish copies of correspondence to all Council Members on all matters affecting the Council or young people in Alcoholics Anonymous.

PROCEDURES

The Council shall maintain a Post Office Box for all correspondence. The Co-Chairperson shall furnish General Service with our current mailing address. The Chairperson shall ensure that all rents are paid on the Post Office Box and that all correspondence is forwarded to the Secretary.

The Council shall establish a letterhead for use by all Council Members for Council Business.

The Operating Committee should bring to the Council for approval, any suggestions for the updating of Conference bidding requirements.

All Council financial transactions shall be made through its bank accounts. Annual disbursements of funds shall be as follows: 60 to Area 64 State Assembly; 30 to G.S.O.; and 10 to Host City's Intergroup.

No member of the Council shall incur expenses in the Council name without first receiving a 2/3's Majority approval of the Council. Secretary and Treasurer can spend \$200.00 for operating expenses without approval.

The Council shall be foremost aware of the welfare of A.A. as a whole. The Twelve Traditions of A.A. will be strictly adhered to.

The Council shall act as a body and no individual shall make decisions independent of the Majority opinion.

The Post Office Box, bank accounts, and Council material should not be used for anything other than Council business. These materials should not be used in group or area business.

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

COUNCIL MEETINGS

"Council Meetings" refer to the business meetings of the Advisory Council at the Conference and attendance at such meetings shall be limited to current members only. The first 30 minutes of the Saturday Advisory Council Business meeting (this meeting usually begins some time after the bid session) will be open to the general conference membership for the purpose of stating concerns, making suggestions, or presenting comments related to the Conference and/or Advisory Council. Such concerns and suggestions will be discussed later by the Advisory Council.

The Chairperson shall arrange times, meeting places, and agendas for all Council Meetings. A Quorum shall consist of 2/3's of the Council Members. Motions, resolutions, and Conference site approval shall require a 2/3's Majority Vote of the Quorum (see AA Service Manual for voting procedures). All Council Members have one vote and will vote on all matters. Absentee voting is NOT permitted. A 2/3 s Majority vote of the Quorum is necessary to change By-Laws and/or revise Operating Rules.

The Council, at its meetings, shall have the sole authority in choosing the Conference sites. In the event that no city presents a bid, an emergency meeting of the Council Members shall be called without delay. All past and present Council Members will be invited to attend in order to find a suitable site for the Conference or determine if the Conference should be suspended, as well as determine the subsequent fate of the Council and its functions.

The Operating Committee shall submit, for approval, distributions of funds for the coming year. The Council shall endeavor to maintain a prudent reserve for Conference support, if necessary. At the Conference, the Council shall disburse five hundred dollars (\$500.00) to the chosen Bidding Committee and disburse remaining funds so as not to cause unnecessary delay and confusion. It is so designated that five hundred dollars (\$500.00) be maintained as reserve. The Conference and reserve funds are arbitrary figures based on current economic conditions and can be altered by a 2/3's Majority vote. An additional two hundred dollars* (\$200.00) shall be allotted each year for Operating Committee expenses. Total balance of Advisory Council funds should be twelve hundred dollars (\$1,200.00).

THE CONFERENCE

The Secretary shall annually issue, to all major area central offices young peopled groups and others who request It, or as he/she deems warranting same, an invitation to bid for the Conference site. Included in this invitation on to bid for the Conference site should be the requirements (see attached Bidding requirements ") a brief description of the Conference background, facts about how, when, and where bids are accepted and a phone number list of all Advisory Council members. Advisory Council Members should encourage Conference participation throughout the year to preserve our continuity. The Council will be the ultimate authority in choosing the Conference site and will hear bids at its annual Conference Meetings.

All T C Y P A.A. Conferences shall be designated as such and be designated with a number so as to preserve their autonomy and character. They shall not be held in conjunction with, or in conflict with, any other function, A.A. or otherwise.

All Conference Committee Members are expected to pay their own individual expenses, and cannot expect the Advisory Council to assume financial obligations. All material and financial assistance given along with the Conference profit after expenses shall be given to the Advisory Council. The Conference Committee has ninety (90) days after the Conference to forward the profit and a financial statement to the Advisory Council Treasurer.

The Conference Planning Committee should be offered all prior Conference material along with any other information that individuals, or the Advisory Council as a whole, possess. Conference Committee should be given complete autonomy from the Council. They are a distinct committee chosen by the council and should function free of Council domination but with the knowledge that the Council stands ready to assist when requested or when the Conference Committee appears to be in difficulty. At that point, the Council would seek ways to salvage the Conference Committee.

T.C.Y.P.A.A. ADVISORY COUNCIL MEMBERSHIP ELIGIBILITY

Advisory Council Requirements

1. Must have served on the Conference Committee continuously for six (6) months prior to the actual Conference on which they served.
2. Must be sober at least one (1) year.

Suggested Advisory Council Election Guidelines

1. Election should be held approximately six (6) weeks prior to the actual Conference date.
2. When possible, the Conference Committee should wait until at least one (1) member of the existing Advisory Council is present for the election procedures to begin.
3. Each Conference Committee shall elect three (3) members and three (3) Alternates to the Advisory Council.

Consideration for Advisory Council Member Candidates

1. Acceptance of an Advisory Council position is a continuous four (4) year commitment, beyond serving on the Council at the Conference which you are hosting.
2. Members are expected to attend all necessary Advisory Council business meetings.
3. Financial responsibilities, to be paid by the individual Council Members themselves, include:
 - a) Travel to four (4) consecutive Conferences, regardless of location, with every attempt made to arrive at the Conference early.
 - b) Attendance at special business meetings, if such meetings are called) travel to assist a faltering Conference, if necessary.
4. Automatic resignation from the Advisory Council occurs if two (2) consecutive Conferences are missed or if sobriety is broken.
5. Much of the actual Conference time is taken up by Advisory Council business:
 - a) Hearing bids
 - b) Conference site election for the following year
 - c) Council on workshop program
 - d) Any and all other business of the Council
6. In consideration of the above, we ask that no Council Member accept an invitation to be part of the program of any T.C.Y.P.A.A. Conference during his/her term.

T.C.Y.P.A.A. BIDDING REQUIREMENTS

1. Members under forty (40) years of age, with at least one (1) year of sobriety each, must represent the bidding city. They may be accompanied by supporters of any age.
2. Bidders must have commitments from at least two (2) hotels, if possible, including date showing availability of banquet and speaking rooms in the hotels, and proof whether the hotels require a commitment as to number of attendees.
3. Bidders must provide a permanent mailing address for the Conference.
4. Assurance must be given that no large-scale AA activity will be held in their city within a thirty (30)-day period before and within a thirty (30)-day period after the Conference date.
5. Statements of support from the District Committee Member(s) and the Intergroup Secretary must be brought to the Bidding Conference.
6. Prospective Bidders will be required to demonstrate financial capabilities and responsibilities within the Traditions of AA as a whole.
7. The city hosting the next Conference agrees to turn over all proceeds from their Conference after expenses, to the T.C.Y.P.A.A. Advisory Council for their distribution. This should be done within ninety (90) days after the Conference.
8. There will be a maximum limit of thirty (30) minutes for each bidding city's presentation.
9. The city hosting the next conference agrees that at least two of the main speakers presented at the conference will be forty (40) years of age or under. However, the hosting city may have one of the three main speakers be over the age of forty (40), provided their continuous sobriety began before the age of thirty (30).
10. Bidders will provide a concise statement illustrating the needs and hopes for the Conference in their area as they interpret them.

T.C.Y.P.A.A. HOST COMMITTEE CONFERENCE GUIDELINES

The following are suggestions by the Advisory Council to be considered by the new Planning Committee. They are based on previous Conference experience.

1. Return to your city and disband as a Bidding Committee. Take 4 - 6 weeks after the conference to announce that you will be forming a Host Committee and describe some of the positions you will need to fill. Announce the date, time, and place of this meeting at your home groups, districts, and Intergroup meetings as much as you can! Encourage people from all over to get involved!!! (Let Advisory Council Members know the date, time, and place of this meeting so that they may also attend)!
2. Hold a meeting of all those involved and interested in your successful bid, and as a whole, elect your principal Officers (Chairman, Co-Chairman, Treasurer, and Secretary), as well as establish your various Committees (i.e. Public Information, Entertainment, Display/Literature, Registration, etc.).
3. This Conference does a greater job of carrying the message to the Young Alcoholic when the Conference Planning Committee is comprised of members who are forty (40) years of age and under, with a minimum of one (1) year sobriety, and when this Committee is comprised of twelve (12) to fifteen (15) members.
4. Good liaison with City Intergroup or State Committee may be best assured of both, provided a non-voting Advisory Committee of two (2) or three (3) members exists to give guidance when requested by the Planning Committee.
5. Many young alcoholics travel great distances to hear and meet with other young alcoholics and to learn how the young alcoholic achieves sobriety. With this in mind, the Committee MUST endeavor to obtain Speakers in the age group of forty (40) years of age and under.
6. Knowing that there are many excellent young alcoholics who make good speakers for the Conferences and who are willing to attend, it is our suggestion that all speakers on the program be reimbursed for their expenses. Experience has shown that the Planning Committee refers to their pre-registration or mailing list for Chair people and other participants, excluding Speakers.
7. During the Conference, where the Main Conference Registration is located or where the main focal point is, we urge that nothing but A.A. Conference-Approved Literature be sold and distributed. If you are going to sell T-shirts, Mugs, Lighters, etc., please keep such sales away from the Registration Table. Experience has shown that a "flea market" can develop and those unaware of our endeavor can be misled, especially by the press, radio, and television. Keep Twelve Traditions in mind at all times.
8. The Advisory Council would also appreciate the following requests be fulfilled:
 - a) We ask that a meeting room be made available for the Advisory Council, if possible.
 - b) We ask that the Advisory Council be put on the program for a Saturday morning "How To Put On A Bid" workshop at 8:30 a.m. in the Bid Session meeting room. This is our way of answering any questions which may arise or help those who would like information for present or future bids. The Council will also address the purpose and financial statement of the Advisory Council at this time.
 - c) In the Bid Session meeting room, we would like a long table(s) with 15 chairs to be set up on the floor (no risers, please), with a standing microphone for bidders to use, facing the Advisory Council table.
9. If there is an "early bird" meeting at the Conference, please announce it as soon as possible.
10. Do not close the Conference until Sunday morning. On Sunday, after the morning speaker meeting present the TCYPAA Banner to the new Host City and invite all to attend there next year.
11. The Host City agrees to provide the Advisory Council's Secretary with copies of the minutes of their meetings within a reasonable time after the meetings occur.
12. The Host Committee agrees to furnish all records, including the T.C.Y.P.A.A. Host Committee Survey, to the Advisory Council within thirty (30) days of the Conference.

SUGGESTED HOST COMMITTEE POSITIONS

CHAIRPERSON

- Open all Host Committee meetings, maintain order, recognize persons entitled to the floor, -state and put to vote all motions properly made and seconded, and announce results of all votes.
- Create agenda for all committee meetings and arrange for and call additional meetings when necessary.
- Affix his or her signature to all Host Committee actions.
- To the best of his/her ability, abide by the Twelve Traditions of A.A. and ensure that none are broken.
- Coordinate the work of all subcommittees and keep informed on progress of all arrangements.

SECRETARY

- Establish post office box for Host Committee and distribute all mail received to proper committees.
- Maintain current phone list of all Host Committee members and positions held, and provide a current copy to each Host Committee member as well as Advisory Council members.
- Record and date minutes of each meeting, and create a summary of all motions passed and tabled by members at all meetings. Make copies of summaries and distribute to each member at next meeting.
- Mail copies of minutes taken at each Host Committee meeting, as well as other pertinent information, to the Secretary of the Advisory Council.

TREASURER

- Keep an up-to-date Treasurer's Report, which includes the flow of all incoming and outgoing money, with details for each amount, and have available at each Host Committee Meeting.
- Have all financial information, including bank statements, available at Host Committee meetings for review by anyone who requests it.
- Advise Chairperson on cash supply and income flows as well as rate of expenditures and pay all bills.
- Maintain records and receipts of all expenses submitted by each subcommittee for reimbursement.
- Be responsible for all monies, including revenues from registration and banquet tickets.
- Be responsible for recruiting volunteers to collect money at the door of all fundraising functions.
- Sign hotel contract-and coffee contract (if coffee contract applies).
- Be present at the time of departure to close account with hotel (after Conference).

HOTEL

- Ensure that a financially feasible hotel, with adequate space for the Conference, is contracted.
- Sign hotel contract and coffee contract (if coffee contract applies).
- Act as liaison between Host Committee and hotel.
- Be present at the time of departure to close account with hotel (after Conference).
- Consult with Entertainment, Hospitality, Registration, Display & Literature, Speaker, and Program committees to ensure that adequate space and necessary equipment is available for each at Conference.
- Coordinate all audio-visual equipment (if needed), set-ups, and break-downs with those committees requesting such needs at the Conference.

PROGRAM

- Work closely with Speaker Chairperson to develop the format for entire program of the Conference.
- Consult with each committee as to what each committee will need printed in the program.
- Find chairpersons for all meetings at Conference, as well as topics for meetings, workshops, speaker/panel meetings, and format for the Conference.
- Find someone who can tape the meetings at the Conference.
- Work closely with Registration and Display/Literature in developing the registration packet.

DISPLAY & LITERATURE

- Coordinate all displays and posters at all Host Committee events as well as at the Conference.
- Have AA Literature available at every Host Committee event as well as at the Conference.
- Create flyers for all events and make sure that they get to Outreach Committee as soon as possible.
- Work closely with Registration in developing a pre-registration flyer that includes hotel information, room costs, etc. and get to Outreach for distribution.
- Responsible for creating (or having someone else create) the logo of the Conference.
- Coordinate with Registration and Program committees in developing the registration packets and deciding

upon which novelty items will be ordered.

- Responsible for ordering all items to be sold at Conference such as T-shirts, mugs, etc.

OUTREACH

- Obtain flyers from Display/Literature and distribute to A.A. clubhouses, groups, treatment centers, individual members, meetings, and other A.A. functions across the state.
- Announce times, dates, and places of Host Committee meetings and events at all A.A. meetings attended.
- Get information about upcoming T.C.Y.P.A.A. events to Central Office in order to get them printed in the monthly mail-out, The Messenger (deadline is the 15th of every month).
- Get information about the Conference, four to six months in advance, to A.A. publications such as the A-A Grapevine and Box 459 so they can print the information in their monthly publications.

PUBLIC INFORMATION

- Get information to the general public about T.C.Y.P.A.A.'s activities and the Conference through media vehicles such as those suggested in the GSO-Approved Public Information Workbook.
- Ensure that all Public Information activities follow the Twelve Traditions of Alcoholics Anonymous.

ENTERTAINMENT

- Develop ideas for pre-Conference events and ensure all aspects of such events, including places, dates, times, speakers, costs, refreshments, music (if necessary), etc.
- Get information to Display/Literature Committee as soon as possible so that a flyer can be developed.
- Recruit volunteers to help with setting up, selling refreshments (if needed), and cleaning up afterward.
- Coordinate all entertainment activities at Conference and work closely with Hotel to ensure that adequate space will be available for such activities.

REGISTRATION

- Maintain file for all mail-in registrations and keep a list of all banquet tickets said.
- Work closely with Display/Literature in developing a pre-registration flyer that includes hotel information, room costs, etc. and distribute.
- Maintain mailing list of all Conference attendees (a list can be obtained from past Host Committee members).
- Conduct two to three mailings of pre-registration flyers, several months in advance of the Conference, to the individuals on the mailing list of Conference attendees.
- Work closely with the Program and Display/Literature Committees in creating a registration packet.
- Assemble registration packets.
- Coordinate with the Program Committee in creating the agenda for the Conference.
- Coordinate with Hotel Chairperson to ensure that there is adequate space and equipment at Conference.
- Recruit volunteers to work at the Registration Table at the Conference.

SPEAKER

- Find speakers and voice (announcer) for the Conference.
- Work closely with Program Chairperson to develop the format for entire program of the Conference.
- Work closely with Program Committee to ensure that all meetings and the voice are equipped with guidelines on chairing the meetings (Opening/Closing, "How it Works", "Traditions", announcements, etc.)
- Mail out invitations and thank you notes to all speakers and the voice of the Conference.

HOSPITALITY

- Work closely with Hotel Chairperson to ensure that adequate space is available for the hospitality room.
- Determine menu items for each meal to be provided at Conference.
- Coordinate with Hotel Chairperson in determining the times to keep the hospitality room open.
- Recruit volunteers to work in the room to ensure that room is supervised and kept stocked.

ALL CO-CHAIR POSITIONS

- Represent and assume all responsibilities of the Chairperson of your committee during his/her absence.
- Assist your Committee's Chairperson in the designated duties and responsibilities of your committee.
- Give assistance to other committees (if possible), when needed.

ALL COMMITTEES

- Responsible for creating and submitting a budget of estimated expenses which will cover their Committees part of the Conference costs.
- Announce times, dates, and places of Host Committee meetings and events at all A.A. meetings attended.
- Give assistance to other committees (if possible), when needed.

SUGGESTIONS FOR HOTEL NEGOTIATING

1. GET EVERYTHING IN WRITING ON CONTRACT!!!
2. ASK FOR HELP from someone who has worked with hotels for A.A. functions.
3. BE PREPARED: Have a list of your needs before you go to negotiate (meeting space, room block banquet, flat rate, etc.)
4. COFFEE: Negotiate the lowest possible price! Ask if it is okay to bring in coffee from outside, the hotel's brewing fee, would they provide cups, etc.
5. HOSPITALITY ROOMS: Make sure it is okay to bring in outside food into the hotel. Attempt to have the hospitality room included in the meeting space or have it complimentary when room block is met.
6. BANQUET SPACE: This space should be complimentary when the room block is met (try to keep the required room block for this at the lowest possible number).
7. BANQUET COST: You should never lose money on the banquet. Get the price in writing!!! Get the minimum number required in writing!!! Be conservative when estimating number of anticipated banquet attendees so that you do not end up having to pay for banquet seats that are not sold. Also, remember to charge enough for each banquet ticket to cover the cost and hopefully help the conference raise more money.
8. PARKING: Make sure that the parking is FREE for conference attendees!!! (Get this in writing!!!)
9. SMOKING: Make sure that smoking and non-smoking accommodating areas are provided.
10. CANCELLATION POLICY: Make sure there is a "No Penalty Policy" if the committee has to cancel the conference.
11. ROOM RESERVATIONS: Make sure that the Host Committee is not responsible for reservation cancellations by attendees.
12. HOTEL RESPONSIBILITY: Get in writing: If the hotel has to cancel, have in writing that they will be financially and legally responsible for finding and providing an alternative hotel, with equivalent or better services, at which to hold the conference, for the same price, room rate, etc.
13. ROOM RATE / ROOM BLOCK HOLD: Attempt have the room block, and low room rate, held up until the dates of the conference if possible; if that is not possible, try to get the release date as close to the conference as possible and include this information on your pre-registration flyer.
14. CHECKOUT TIME: Negotiate the latest possible checkout time you can.
15. BEFORE SIGNING THE CONTRACT: Have an attorney look over the contract before signing it!
16. INFORM HOTEL ABOUT OUR LOUDNESS: Upon signing the contract, inform the hotel that the conference is loud, with dances and celebrations, so please be considerate of our need to be loud and suggest that they do not schedule a seminar or such at the same time.

PAST TCYPAA CONFERENCES

1983 - Henry Horton State Park

1984 - Paris Landing State Park

1985 - Nashville

1986 - Knoxville

1987 - Memphis

1988 - Chattanooga

1989 - Memphis

1990 - Tri-Cities

1991 - Chattanooga

1992 - Nashville

1993 - Knoxville

1994 - Memphis

1995 - Tri-Cities

1996 - Nashville

1997 - Chattanooga

1998 - Knoxville

1999 - Nashville

2000 - Jackson

2001 - Memphis

2002 - Nashville

2003 - Gatlinburg

2004 - Chattanooga

2005 - Kingsport

2006 – Jackson

2007 – Nashville

2008 – Memphis