

# Sonoma County Young People in AA By-Laws

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**SOCYPAA MISSION STATEMENT** In May of 2004, Sonoma County Young People in Alcoholics Anonymous (SOCYPAA) was formed to carry the Alcoholics Anonymous (AA) message to alcoholics who still suffer. SOCYPAA is meant to be for the young and young at heart. We believe it beneficial to share our experience with all who might request our help. We propose to do this by uniting young people in the Sonoma County area and furthering the principles of AA through meetings and events. Our group's secondary purpose will be the organization and presentation of the annual All California Young People in Alcoholics Anonymous (ACYPAA) bid.

## **I. Name, Purpose and Principal Office**

- A. The name of this organization is Sonoma County Young People in Alcoholics Anonymous (SOCYPAA).
- B. The primary purpose of AA members and their service committees is to stay sober and to help other alcoholics to achieve sobriety. SOCYPAA's contribution towards the achievement of this purpose is to focus on the needs of a growing number of young alcoholics, through:
  - 1.Unity: To facilitate communication between the younger and older members of the fellowship, to bridge the generation gap.
  - 2.Service: To educate AA members, particularly young people, of the various opportunities for service by encouraging participation.
  - 3.Recovery: To provide opportunities for AA members to meet and share in celebrating gratitude for their sobriety.
- C. The secondary purpose for the SOCYPAA Committee will be the annual presentation of bids for Young People's conferences.
- D. If a bid is won, SOCYPAA will follow the guidelines of the Advisory Council.

E. The Principal Office for conducting business meetings will be any location decided upon by the committee within Sonoma County, CA. The mailing address will be as follows:  
SOCYPAA  
P.O. Box 5784  
Santa Rosa, CA 95402

## **II. Members**

### **A. Requirements**

1. Pursuant to the third tradition, only people who have the desire to stop drinking may be members of SOCYPAA; all alcoholics are eligible for membership.
2. Failure to attend two consecutive SOCYPAA (business) meetings without prior notice to the Chair, Co-Chair, or Secretary shall be considered a resignation of committee position.
3. Any break in continuous sobriety is considered a resignation of a committee position.
4. Failure to uphold committee position duties can be brought before the committee for possible dismissal by a 2/3 majority vote.

### **III. Committee Positions**

The group shall elect to its membership the following positions (all sobriety requirements may be waived on a case by case basis with a 2/3 majority vote prior to nominations):

#### **A. Terms of Office**

##### **1. Committee Officers and Job Chairs**

- a. Committee Officers and Job Chairs shall serve a term of one year.
- b. If elected to fill a vacant term of less than six months, they may be reelected for one full term in the same position. This also applies to assumed positions.
- c. An individual MAY NOT serve more than two consecutive terms in the same Committee Officer, or Job Chair position.
- d. No one may hold two or more job positions with the exception of the conditions listed below:
  - i. In the event that no one else is available, two or more positions may be held by one member with the condition that if someone makes himself available the position will be vacated.
  - ii. The Co-Secretary will be responsible for maintaining a current list of permanent and temporarily filled positions.
- f. In the event that a position becomes vacant and the corresponding co-position is filled, the member holding the co-position shall assume title and duties of position, temporarily, until elections make themselves available for that position.

##### **2. Attendance**

- a. Absences and reasons should be reported to the Chair, Co-Chair or Secretary along with any Chair reports pertinent to the meeting.

## **B. Elections**

1. Elections will be held as soon as possible after the ACYPAA roundup.
2. Committee Officer positions will be elected by the Third Legacy procedure as outlined in the A.A. World Service Manual.
3. Elections for Job Chairs will be by simple majority vote, with the exception of Facilities Chair/Co-Facilities Chair and Events Chair/Co-Events Chair which shall be elected by Third Legacy.
4. Transition of Committee Officer and Job Chair positions (including the right to vote) shall take place at beginning of next SOCYPAA business meeting after election occurs.

## **C. Committee Officers**

### **1. Chair and Co-Chair**

Sobriety Requirement: 1 year continuous sobriety

- a. Shall arrange for and announce the agenda for all committee meetings.
- b. Shall open and maintain meetings in a reasonable order.
- c. Shall recognize members entitled to the floor.
- d. State and put to a vote all motions properly seconded.
- e. Announce the results of all votes.
- f. Be one of three signatures on the bank account.
- g. Co-Chair is to plan and lead icebreakers

### **2. Treasurer**

Sobriety Requirement: 3 years continuous sobriety

- a. Keep accurate financial records of all transactions.
- b. Control the flow of money.
- c. Give financial reports at committee meetings.
- d. Submit financial statements quarterly.
- e. Have in his or her possession at the committee meeting all bank statements, deposits and checkbooks, in order to be prepared to make deposits and disbursements at the committee meetings.
- f. Maintain all accounts, which are subject to inspection at any time.
- g. Be one of three signatures on all bank accounts.
- h. Maintain post office box
- i. Must have a job and bank account.
- j. Either Treasurer or Co-Treasurer must be present at all events.
- k. Pay rent on the SOCYPAA business meeting facility.

### **3. Co-Treasurer/Controller**

Sobriety Requirement: 3 years continuous sobriety

- a. In the absence of the Treasurer shall assume all responsibilities of the treasurer.
- b. Act as the financial overseer of all SOCYPAA business.
  - i. Review submitted budgets before they are brought to committee for approval.
  - ii. Attend all events subcommittee meetings to present a financially conscious viewpoint and to help with planning.
  - iii. Review all significant financial events of the committee to find ways to improve financial efficiency.

### **4. Secretary**

Sobriety Requirement: 1 year continuous sobriety

- a. Acts as a custodian of all committee materials.
- b. Keep minutes of all committee meetings and save said minutes and agendas for reference and bring them to the committee meetings.

- c. Answers all correspondence promptly and to the will of the committee.

**4b. Co-Secretary**

Sobriety Requirement: 1 year continuous sobriety

- a. Maintain roll/attendance of committee members.
- b. Maintain committee contact list.
- c. Moderate social media site; limited to business related announcements and polls

**5. By-Laws**

Sobriety Requirement: 2 years continuous sobriety

- a. Study and know the By-Laws.
- b. Make copies available to all members.
- c. Attend every committee meeting and have a copy of By-laws on hand.
- d. Serve as a guide to make sure group acts in accordance to By-Laws.
- e. Have a working knowledge of the 12 Steps, 12 Traditions and 12 Concepts of AA World Service.
- f. Must have held a previous position in SOCYPAA for 1 year.

**D. Job Chairs**

**1. Facilities Chair and Co-Facilities**

Sobriety Requirement: 2 years continuous sobriety

- a. Research and forge relationships with possible hotels/sites in the area.
- b. Follow the bidding requirements at [www.acypaa.org/bidding](http://www.acypaa.org/bidding).
- c. Be able to and plan to attend summit with a completed ACYPAA bid package.
- d. Previous attendance at ACYPAA is strongly suggested.
- e. Work closely with Bid Package Chair.

**2. Events Chair and Co-Events**

Sobriety Requirement: 1 year continuous sobriety

- a. Establish and maintain an Events subcommittee meeting and serve as the Chair/Co-Chair of the subcommittee meeting to plan and coordinate events.
- b. Plan an event once a month.
- c. As Events Sub Chair/Co-Chair, present a full proposal to committee for approval. Outlined below is a general idea of what is to be included in the proposal:
  - i. Date, time and location
  - ii. Theme (If Any)
  - iii. Proposed Budget.
    - I. All budgets will be submitted to the chair and treasurer for review one week prior to being brought before the group at the committee meeting.
- d. Maintain a list of all previously used and potential event sites with pertinent information including, if available: contacts, capacity, capabilities and restrictions.

e. Coordinate with the graphics chair for event fliers.

**2a. Hospitality Chair**

Sobriety Requirement: 1 year continuous sobriety

- a. Inventory before and after events of all SOCYPAA supplies
- b. Proposes budgets and expense reports to group
- c. Coordinates with Events Chair
- d. Car strongly suggested

**2b. Programs Chair**

Sobriety Requirement: 6 months continuous sobriety

- a. Runs the meeting for the events
- b. Chooses the secretary, speaker, and format of meeting.

**3. Webmaster**

Sobriety Requirement: 2 years continuous sobriety

- a. Maintain SOCYPAA's internet sites & accounts including online storage.
- b. Must be able to display proficiency in programming language in use.
- c. This position includes creating & maintaining online financial accounts with full access.
- d. This position can be held concurrently with other positions.

**4. General Service Liaison Chair**

Sobriety Requirement: 1 year continuous sobriety

- a. Attend monthly District meetings
- b. Report back to SOCYPAA the needs/services of the District Assembly.
- c. Secure a letter of support for the annual ACYPAA bid.
- d. Report to General Service all SOCYPAA needs/services

**5. Intergroup Liaison**

Sobriety Requirement: 1 year continuous sobriety

- a. Attend monthly Intergroup meetings
- b. Report to SOCYPAA the needs and/or services of the Intergroup committee.
- c. Secure a letter of support for the annual ACYPAA bid.
- d. Report to Intergroup all SOCYPAA needs/services

**6. H&I Chair**

Sobriety Requirement: 6 months continuous sobriety

- a. Attend monthly H&I meetings
- b. Report back to SOCYPAA the needs/services of H&I
- c. Report to H&I all SOCYPAA needs/services
- d. Secure a letter of the support for the annual ACYPAA bid.

**7. Bid Package Chair**

Sobriety Requirement: 1 year continuous sobriety

- a. The bid should conform to the ACYPAA Advisory Committee's suggested bid package.
- b. Coordinate the assembly, skit, and table at ACYPAA.
- c. Works closely with facilities chair.
- d. Previous attendance at ACYPAA strongly suggested.
- e. Be able to and plan to attend summit with a completed ACYPAA bid package.

**8. Graphics Chair**

Sobriety Requirement: 6 months continuous sobriety

- a. Design event fliers and finalize designs with Events Chair prior to distribution.
- b. Propose budget to committee for fliers.
- c. Order printed fliers if necessary and distribute digitally to all committee members.
- d. Have knowledge of graphic design.
- e. Must have a computer.
- f. Work with Bid-package Chair to create design for bid package.

**9. Literature Chair**

Sobriety Requirement: 6 months continuous sobriety

- a. Bring SOCYPAA literature to all SOCYPAA Event meetings.
- b. Maintain literature inventory and provide budget to group before purchasing any new literature

**10. Inreach/Co-Inreach Chair**

Sobriety Requirements: 24 hours continuous sobriety

- a. Shall have the responsibility to inreach inside of Sonoma County with meetings not regularly attended by SOCYPAA members.
- b. Strongly suggested to have a car.

**11. Outreach Chair and Co-Outreach**

Sobriety Requirement: 6 months continuous sobriety

- a. Shall have the responsibility to outreach all SOCYPAA functions within the Twelve Traditions of A.A. outside of Sonoma County.
- b. Strongly suggested to have a car.

**12. Male/Female Newcomer Reps**

Sobriety Requirement: 6 months continuous sobriety and a working knowledge of the 12 steps.

- a. Is the go to person to help newcomers integrate into SOCYPAA
- b. Make announcement at both the business meeting and our events that they are the newcomer rep.

**13. Special Events Liaison**

Sobriety Requirement: 6 months

- a. Acts as SOCYPAA representative for any events we are coordinating within Sonoma County Service Groups.
- b. Attends any necessary meetings and reports back to SOCYPAA.

**14. Non YPAA Outreach Chair and Co-Outreach**

Sobriety Requirement: 3 months continuous sobriety

- a. Shall have the responsibility to outreach all SOCYPAA functions to areas with little to no YPAA presence.
- b. Shall consult with those areas regarding their Young Person presence and report back to the group with ways we could support the area.
- c. Strongly suggested to have a car.

**15. Security Chair**

Sobriety Requirement: 3 months continuous sobriety

- a. In charge of taking care of the venue for our events.
- b. Makes "housekeeping" announcement during meeting conveying the rules and procedures the event venue asks us to follow.
- c. Enforces those rules and makes sure the venue is cleaned up appropriately.
- d. Recommended to have good conflict resolution skills.

**13.YPAA Liaison Chair**

Sobriety Requirement: 3 months continuous sobriety

- a. Keep SOCYPAA informed about any YPAA events happening in the area.
- b. Travel to other YPAA business meetings to ask where we can be of service

**16.Unity Chair**

Sobriety Requirement: 3 months continuous sobriety

- a. Plan and organize socials outside of committee meetings and events to encourage unity of SOCYPAA members.

**17. Communications Chair**

Sobriety Requirement: 24 hours of continuous sobriety

- a. Organize support for SOCYPAA members during sobriety birthdays.
- b. Inform committee members when another SOCYPAA member is speaking at a meeting or needs support at an AA function.

**18.Prayer Chair**

Sobriety Requirement: 24 hours of continuous sobriety

- a. Opens and closes all committee meetings with a prayer.
- b. In the event that personalities start to precede principles, has full authority to stop committee meeting for prayer at any

time.

**19.Greeter**

Sobriety Requirement: 24 hours

- a. Show up early and greet people entering both our business meeting and any event we host.

**20.Member**

Sobriety Requirement: 24 hours

- a. To be of service to the committee where needed.
- b. Two consecutive business meetings are required for voting privileges and to be added to contact list and online access.

**IV. Committee Meeting**

**A. Format**

- 1. The committee meeting shall meet a minimum of twice per month, dates and times to be set by the group, with the stipulation that special meetings are to be called if necessary.
- 2. Chair is to determine format of meeting. Suggested format:
  - a. Opening Prayer
  - b. Attendance, Icebreakers, Opening Reading & Introduction
  - c. Approval of minutes
  - d. 7th Tradition / Reimbursements
  - e. Chair/Committee reports
  - f. Old Business

- g. New Business
  - h. Announcements
  - i. Closing Prayer
3. Chair or committee member may suggest handling any part of the agenda out of order set by the Chair, but must be approved by a simple majority.

**B. Reports**

1. All reports will be concise and well prepared. Written reports will be submitted to the Secretary at the conclusion of the report to include in the minutes. A written report is not necessary if there is nothing new to report.
2. No member may interrupt a report except as outlined as follows:
  - a. Any questions during reports will be for clarification only.
  - b. No motions may be made during reports.

**C. Motions**

1. All motions should be discussed before being voted on.
2. Minority opinion should be called for after a vote.
3. If any opinions change call for limit ONE revote.
4. Motions may be withdrawn if the person making it changes their mind.
5. Motions may only be amended by the motioner.
6. Some motions do not require formal discussion, if anyone wants to discuss prior to a vote then do so.

**D. Rules for discussion**

1. Listening
  - a. Questions shall only be asked at the conclusion of speaker remarks.
  - b. The only member who may interrupt a speaker is the Chair.
  - c. The Chair may only interrupt a speaker for the following reasons:
    - i. Speaking off the topic
    - ii. Speaking too long
    - iii. Repeating previous points at length
2. Discussion
  - a. All discussion will be concise.
  - b. Chair will then, at his/her discretion and after a moment of prayer and reflection, go around the room allowing each person one minute to share.
  - c. If anyone wants to share a second time the discussion will go around the room with 30 second shares.
  - d. A member may then make a motion.

**E. Voting**

1. Voting is limited to members currently holding positions in SOCYPAA.
2. The Chair of the committee can only vote to break ties.
3. Absentee voting is not permitted.
4. All members can vote yes, no or abstain.
5. At committee meetings, voting is by a show of hands except when:
  - i. Voting in new officers.
6. All decisions must be reached by a discussion, an informed group



- conscience, and if possible by a substantial majority.
7. Any special guest(s) to the meetings may join in the discussion, but they must refrain from voting.
  8. Any member of Alcoholics Anonymous may vote during post ACYPAA election. (Amended 04/20/2014)

## **V. Special Meetings**

### **A. Sub-Committee Meeting**

1. Purpose: Further discuss strategies to meet certain goals without taking away from committee meeting time.
2. The committee may establish a subcommittee meeting consisting of 3 or more members whenever it's deemed necessary.
3. Chair(s) who have called for such a meeting will moderate and determine the agenda.
4. A full report will be given to the group at the next meeting by person/persons who called for such a meeting.

### **B. Emergency Meetings**

1. Purpose: The purpose of an emergency meeting is to make a decision of urgency regarding an event (past or future), which must be made prior to the next regularly scheduled Committee meeting.
2. Definition: An emergency meeting is, contact and discussion (personal, telephone, or by email), between 2 or more chairs, no less than 2 of which are Committee Officers.
3. Policy: Whenever possible, the Committee Officers involved in any such "Decision of Urgency", shall delay for a period of 24 hours, the implementation of said "Decision of Urgency". During this 24-hour delay, the Committee Officers involved shall make a reasonable effort to contact as many Committee members as possible to join in making the "Decision of Urgency".

## **VI. Financial Guidelines**

### **A. Bank Account**

1. A not-for-profit bank account is to be maintained.
2. Checks are to be signed by two of three authorized signers.
3. Checking account signers are to be the Chair, Co-Chair and Treasurer of the Committee.

### **B. General Fund**

1. The prudent reserve is not to be used for upcoming functions, or for normal individual job-chair expenses.
2. Operating Expenses (defined)- Expenses incurred by SOCYPAA on a monthly basis. (i.e. rent, P.O. Box, website, and checking account)
3. Contributions- Treasurer will distribute to the following service organizations when appropriate:
  - a. Central Office- 50%
  - b. World Service- 30%
  - c. General Service- 10%
  - d. Area Assembly- 5%
  - e. Hospitals and Institutions- 5%
4. The seventh tradition will be passed at all AA meetings during

SOCYPAA functions. The seventh tradition will be used to help meet monthly expenses and obligations.

5. Reimbursements require a simple majority vote. A receipt or other proof of purchase is required to be given to the Treasurer at time of reimbursement.

**C. Written Financial Statement**

1. A written financial statement is to be submitted to the committee quarterly. Dates roughly outlined give or take a meeting or two: March 31, June 30, September 30, and December 31.

**D. Separation of Duties**

1. Treasury duties are to be divided between Treasurer and Co-Treasurer per the "Separation of Duties" principle of business. This is to protect the finances and SOCYPAA as a whole.
2. The Treasurer and Co-Treasurer will determine each responsibilities upon election.
3. At least 2 Committee Officers or Job Chairs shall be present for counting of cash to be deposited.
4. Co-Treasurer will confirm amount deposited by Treasurer matches amount counted.

**VII. Amendments**

- A. Any proposed amendment to these guidelines will be submitted to the Chair in writing from a bylaws subcommittee meeting.
- B. The Chair will submit the proposed amendment to the Committee, which, if the majority approves by a two-thirds vote, the proposed amendment will be adopted.
- C. It is strongly suggested that a 28 day period be given to members of the committee prior to the actual vote as to the exact nature and language of the proposed amendment.

Bylaws(amended 8/15/15; Approved 9/20/15)