

**BUCKS COUNTY YOUNG PEOPLE IN ALCOHOLICS ANONYMOUS
BY-LAWS**

(Revised 6/22/2022)

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MISSION STATEMENT

The Bucks County Young People in Alcoholics Anonymous is a group of young (and young at heart) members of Alcoholics Anonymous from the Bucks County Pennsylvania area uniting to carry a message of hope through the practice of the 12 Steps, 12 Traditions, and 12 Concepts for World Service. It is our experience that we have stayed sober through service in A.A., young people's A.A., General Service, and Intergroup. It is our sincere hope that all who wander will find the light and join us. God has given us brains to use and it is the goal of this committee to bid for and ultimately host the Pennsylvania State Conference of Young People in Alcoholics Anonymous in Bucks County.

ARTICLE I

PURPOSE & STRUCTURE

1.1 PURPOSE

The Bucks County Young People in A.A. is formed for the purpose of furthering the principles of Alcoholics Anonymous. The purpose of this document is to guide and ensure the effective operation of the Bucks County Young People, also referred to as “BUCKYPAA” or “committee” with the utmost regard to the 12 Steps, 12 Traditions, and 12 Concepts for World Service of Alcoholics Anonymous, and the many guiding principles of our fellowship. The Bucks County Young People is a bid committee for PENNSCYPAA.

1.2 STRUCTURE

The committee will be made up of past or current residents of Bucks County willing to serve in the capacity agreed upon. The suggested positions to be filled for the basic needs to facilitate the bidding process shall include: Chairperson, Co-Chairperson, Secretary, Treasurer, Events, Site, and Outreach. Additional positions are at the discretion of the current committee.

1.3 COMMITTEE OPERATIONS

1. All committee financial transactions will be made through its bank account. No member will expense committee funds over \$50.00 without first receiving approval from the 3 trusted servants of the committee who are signatories on the bank account: Chair, Co-Chair, Treasurer. A transaction under \$50.00 only requires approval from the Treasurer.
2. After each year's election meeting, the previous year's bank signers will have 30 days to add the new Chair, Co-Chair, Treasurer, and Co-Treasurer as signers.
3. At this point the remaining previous year's signers should be removed.
4. The committee will maintain a prudent reserve of \$1,000.00 in its bank account.
5. The bank account will be used exclusively for committee business.

1.4 COMMITTEE PROCEDURES

1. Order of Agenda
 - a. Opening Prayer. (to be led by Prayer and Unity Chair)
 - b. Mission Statement reading
 - c. Introductions/Roll Call.
 - d. Secretary's Report (review of the previous meeting's minutes).
 - e. Treasurer's Report.
 - f. Committee reports.
 - g. 7th Tradition.
 - h. Old Business.
 - i. New Business
 - j. All committee meetings shall be no longer than an hour and a half, unless a committee majority votes to extend the meeting.
 - k. Ending Prayer (to be led by Prayer and Unity Chair)

2. Minutes

- a. The Secretary is to prepare each meeting's minutes.
- b. Copies of minutes are to be available to A.A. members upon request (Secretary will post in Slack channel Meeting Minutes)
- c. The minutes are to be read at each committee meeting.
- d. The Chair is responsible for conducting the meeting so as to allow the Secretary to make the most accurate notes possible.
- e. The committee Chair will honor all requests for clarification from the Secretary.

3. Reports

- a. Reports shall inform the bid committee of the status, progress, and direction of the individual or sub-committee.
- b. All committee Chairs/Liaisons shall give a report to the committee at every regularly scheduled committee meeting. All reports will be concise and well prepared.
- c. Following each report, the floor will be opened for questions and discussion.

4. Motions and Voting Procedures

- a. In order for a motion to be discussed and voted upon, it must be seconded by another member of the committee.
- b. Motions that were tabled from a previous meeting are brought up for discussion during Old Business. New motions are brought up for discussion during New Business. Any member may submit a motion for New Business prior to the committee meeting or during New Business.
- c. A simple majority (greater than 50%) is required to pass each motion.
- d. Motions may be withdrawn by the member making the motion at any time prior to the vote.
- e. Motions may be amended by the committee at any time prior to the vote. Any member may make a motion to amend which would need to be seconded and passed by simple majority. If the motion to amend passes, the committee then returns to voting on the amended motion, otherwise the committee returns to voting on the original motion.
- f. The Chair may not make motions, second them, or vote under any circumstances.
- g. After a motion is seconded, the Chair will seek out discussion from the committee both pro and con.
- h. Any member may make procedural motions (Point of Order, Point of Clarification, etc.) at any appropriate break in discussion.
- i. Members may vote for, against, or abstain from voting.
- j. An abstention vote is not counted in the vote total.
- k. Automatically following a vote, the minority opinion has an opportunity to be voiced by a person in the minority. This motion to "reconsider the original motion" requires a simple majority to pass. If a simple majority votes against "reconsidering the original motion," then the original vote stands and minority opinion no longer applies.

- I. Minority opinion and motions to reconsider may not be made by anyone who abstained from voting. However, if a motion to reconsider is seconded, those who initially abstained may vote in the motion to reconsider vote. If the motion to reconsider passes, those who initially abstained may participate in both discussion and voting on the original motion.
5. Rules of Discussion
 - a. Discussion will begin by the Chair asking, "Is there any discussion?" The Chair will then call on members who have their hands raised.
 - b. No person, except for the Chair/Co-Chair, shall ever interrupt a speaker while he/she has the floor unless a question of procedure arises, or a prayer is called.
 - c. The Co-Chair will note the order of people who have raised their hands and assist the Chair in discussion proceedings.
 - d. The Chair/Co-Chair may only interrupt a speaker for the following reasons:
 - i. Speaking off topic.
 - ii. Speaking too long.
 - iii. Repeating the previous points at length.
 - e. At the conclusion of discussion the Chair will ask the Secretary to repeat the motion on the table and a vote will ensue.
6. Appendix
 - a. All on the committee are responsible for observing the by-laws. The Chair is responsible for observing, enforcing, and maintaining the rules of procedure.
 - b. In the event of a unique condition not covered here, the Chair may suggest a method of fair resolution. This would need majority approval of the committee to move forward and would only apply to the unique condition at that time.
 - c. Any committee member who persists in not following the by-laws and is disruptive to procedural advancement will be asked by the Chair to "Come to order". Should that member continue to disrupt procedural advancement, the Chair may suggest a break, call for adjournment of the meeting, or call for a vote to request that person to temporarily leave the meeting. Should the latter occur, that member is welcome to return once composed and is still a committee member in good standing. God's will, as expressed in group conscience, shall prevail. Our common welfare should come first. Personal recovery depends upon A.A. unity.

ARTICLE II

MEETING OF THE COMMITTEE

2.1 REGULAR MONTHLY MEETING

Meetings shall be called to order by the Chairperson at 7 pm EST on the first Tuesday of every month unless circumstantial incidents or events deem otherwise. The Co-Chair may be required to lead the meeting in the Chairs absence.

2.2 SUB-COMMITTEE MEETINGS

1. Any sub-committee chair may hold sub-committee meetings at their discretion.
2. Sub-Committee meetings should be scheduled with care given to the time, day, and location, as well as other scheduled sub-committee meetings so those interested can attend.
3. Sub-Committee minutes will be posted in the group chat (currently Slack) and email. Those minutes are to be brought to the monthly meeting during reports.
4. Each elected sub-committee chair and co-chair has a "Right of Decision" as described in Concept 3 of the 12 Concepts for World Service. This means that each chair and Co-Chair 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 bid committee meeting and that adequate consultation with the committee officers will inform any important decisions and actions.

2.3 NOTICE OF MEETINGS

Notice of any change in regular meeting dates, time, and/or place shall be given verbally, through text message, group sites (currently Slack), or by email to each committee member. The Chairperson will be responsible for making this notice to all committee members via text message, email, and/or through the agreed upon group communication app/website.

2.4 QUORUM

The presence of 4 members of the committee shall constitute a quorum for the purpose of conducting business at the meeting.

2.5 VOTING MEMBER & VOTING

1. To be a member with voting rights, you must either:
 - a. Attend 2 consecutive business meetings at which time you will receive the status of "Member at Large" and be officially included in our roster OR
 - b. Obtain an elected position on BUCKYPAA
2. All motions must pass by simple majority unless otherwise specified elsewhere in these by-laws.
3. Any A.A. member who is unable to attend an election may stand for a position via proxy. The absent candidate should write a brief statement explaining the reason for their absence and why they feel qualified for the position. They should ask someone in attendance to present the statement on their behalf at the appropriate time.
4. In the event that a candidate stands to fill a position unopposed, they may be accepted by acclamation with a majority vote.
5. A suggested time requirement is listed next to each committee position. These time requirements refer to a member's current length of continuous sobriety.
6. Absentee voting is not permitted.

ARTICLE III

OPERATING COMMITTEE

3.1 COMPOSITION

Committee members shall elect an operating committee consisting of, but not limited to, a Chairperson, Co-Chairperson, Secretary, Treasurer, Events, Sites, and Outreach. The Chairperson, Co-Chairperson, BUCKYPAA Weekend Chair, and the By-Laws Chair must have served on the committee for at least one year before being elected to these positions. In the event this is not possible, these positions may be filled with the best candidate as chosen by election. Upon election, committee members shall serve for one year and may be reelected to one additional term. In the case that there is no viable candidate for a position, previously serving committee members may be reelected at the discretion of the committee. Committee members shall use the election guidelines found in the previous article or the AA Service Manual.

3.2 ELECTIONS

In the spirit of rotation, all positions will serve for one bidding year. Extension of service positions and reelections are at the discretion of the committee. In the case the elections have not been conducted prior to the end of the bidding year the current committee will serve for an extended time until the committee can hold elections. Typically elections are held in October. Third legacy procedure will be followed for election voting.

Third Legacy Procedure is as follows:

1. The names of eligible candidates are posted on a board. All voting members (of the area or Conference body) cast written ballots, one choice to a ballot. The tally for each candidate is posted on the board.
2. The first candidate to receive two-thirds of the total vote is elected.
3. Withdrawals start after the second ballot. If any candidate has less than one-fifth of the total vote, his or her name is automatically withdrawn — except that the top two candidates must remain. (In case of ties for second place, the top candidate and all tied runners-up remain as candidates.)
4. After the third ballot, candidates with less than one-third of the total vote will be withdrawn automatically, except the two top candidates remain. (In case there are ties for second place, the top candidate and all tied runners-up remain as candidates.)
5. After the fourth ballot, if no candidate has two-thirds of the total vote, the candidate with the smallest total is automatically withdrawn, except that the top two candidates remain. In case there are ties for second place, the top candidate and all tied second-place candidates remain.
6. At this point, the Chairperson asks for a motion, second, and a simple majority of hands on conducting a fifth and final ballot.
7. If this motion is defeated, balloting is over and the choice is made by lot—“going to the hat”—immediately.

8. If the motion carries, a fifth and final ballot is conducted.
9. If after the fifth ballot no election occurs, the chairperson announces that the choice will be made by lot (from the hat). At this point, the top two candidates remain. In case there are ties for first place, all tied first place candidates remain. In case there are no ties for first place, the top candidate and any tied second-place candidates remain.
10. Lots are then drawn by the teller, and the first one “out of the hat” is the delegate (or trustee or other officer).

3.3 ATTENDANCE

A break in continuous sobriety is considered an automatic resignation of one’s elected committee position. Each member of the committee is expected to be present at the committee meetings, committee events, fellowship outings, and outreach opportunities. Notifications of absences can only be taken by the Chairperson, Co-Chairperson, or Secretary. It is at the Chair’s discretion to determine whether a committee member who comes to a meeting late or leaves early will be considered absent or present. Deployment with the uniformed military service shall not be counted as an absence. Misappropriation of committee funds shall result in automatic resignation of committee position. If you have a job commitment or other legitimate outside commitment keeping you from attending business meetings and you have a position, we will waive the attendance policy if you provide your report in advance -via text, email, messenger, calling in, etc- to the Chair, Co-Chair, or Secretary

3.4 QUALIFICATIONS FOR REMOVAL

1. Failure to attend two consecutive committee meetings without prior notice to the Chair, Co-Chair, or Secretary will result in an automatic warning from the Chair.
2. Failure to attend the next meeting will result in a call to vote on whether the person must forfeit their trusted servant position.
3. Failure to attend three committee meetings within a 3-month period with or without notice to the Chair, Co-Chair, or Secretary will result in an automatic resignation from position.

3.5 MOTIONS

Motions and resolutions shall require a simple majority vote of those present. Committee members (besides the Chair) have one vote and will vote on all matters. Once a motion is voted on and passed it cannot be brought up for amendment to be modified or changed for 3 months from the date it was voted upon..

3.6 BY-LAW AMENDMENTS

Proposing changes to by-laws can be initiated by any committee member. The By-Laws Chair will assist in facilitating proposed changes. In the event there is no By-Law Chair, the Co-Chair will take on the responsibility. All proposed amendments shall be presented in writing via email to all committee members no less than 15 days prior to the next committee's monthly meeting. The proposed amendment will then be debated and voted upon at the next monthly committee meeting. If approved, copies of the new by-laws shall be emailed to all committee members.

3.7 OPERATING PROCEDURE

All committee meetings shall be run using the guidelines from the General Service Manual of A.A. and/or suggestions by Roberts Rules of Order.

ARTICLE IV

FINANCIALS & COUNCIL DOCUMENTS

4.1 BANK ACCOUNTS

1. The committee's financial transactions shall be made through its bank accounts. The bank accounts should not be used for anything other than committee business.
2. All committee financial transactions will be made through its bank account. No member will expense committee funds over \$50.00 without first receiving approval from the 3 trusted servants of the committee who are signatories on the bank account: Chair, Co-Chair, & Treasurer. A transaction under \$50.00 only requires approval from the Treasurer.
3. After each year's election meeting, the previous year's bank signers will have 30 days to add the new Chair, Co-Chair, Treasurer, and Co-Treasurer as signers.
4. At this point the remaining previous year's signers should be removed.
5. The committee will maintain a prudent reserve of \$150.00 in its bank account.
6. The bank account will be used exclusively for Bid Committee business.

4.2 EXPENSES

No member of the committee shall incur expenses in the committee's name without approval from the Treasurer in advance.

4.3 MATERIALS AND DOCUMENTS

All materials of the committee shall be deemed property of the committee and passed out to our successors. Committee materials should not be used for anything other than committee business. These materials should not be used in group or area business. All documents and revisions existing and produced will have a current date affixed as part of those documents.

4.4 PRUDENT RESERVE

The committee shall endeavor to maintain a prudent reserve. It is so designated that \$1,000 be maintained as a prudent reserve. The reserved funds are arbitrary figures based on current economic conditions and can be altered by a simple majority vote.

ARTICLE V

OFFICERS

The following trusted servant positions are elected by Third Legacy voting procedure. Each position carries a one year term.

5.1 COMMITTEE CHAIRPERSON

Suggested minimum length of sobriety: 2 years. Must have served on the committee for at least one year before being elected. Dedicates a large amount of personal time to the commitment. Shall have a solid understanding of A.A.'s 12 Steps, 12 Traditions, and 12 Concepts of World Service. Shall have service experience in a leadership role. Holds all elected committee 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 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 Committee Co-Chair. Shall announce the agenda for all committee meetings. Shall open committee meetings and maintain meetings in a reasonable order. Shall recognize members entitled to the floor. State and put to a vote all motions properly made and seconded. Announce the result of all votes. Affix his/her signature to all committee actions. Be one of three signatures on all bank accounts. Is responsible for monitoring the committee email address. The Committee Chairperson does not get a vote on committee matters. Shall have logins and passwords for all associated BUCKYPAA accounts (gmail, venmo, online banking, paypal, wix, slack)

5.2 COMMITTEE CO-CHAIRPERSON

Suggested minimum length of sobriety: 1 year. Must have served on the committee for at least one year before being elected. Assists and supports the Chair with the overall functioning of the committee. Should have a working knowledge of A.A.'s 12 Steps, 12 Traditions, and 12 Concepts of World Service. Assists 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 Chairperson, shall accept the full duties of the Chairperson. Shall arrange for all committee meetings. Shall carry out the various duties assigned by the Chair. Shall act as the Bid Committee liaison to all current bid committees for PENNSCYPAA. Shall answer any questions posed by the bid committees or refer said questions to the appropriate committee members. In the event there is no committee member holding the By-Law chair the Co-chair is responsible for reminding the committee of our and/or updated by-laws as needed.

5.3 TREASURER

Suggested minimum length of sobriety: 2 years. Must have a permanent home address. Must have access to a computer and Microsoft Excel. Shall have experience managing budgets and committee service experience. Must have the appropriate documentation to establish a checking account at a local bank. Ensures that rents and bills/accounts are paid on time, and reconciles bank accounts monthly. Keeps books, makes deposits, and withdraws as needed. Keep accurate financial records of all committee transactions. Give's financial reports at committee meetings. Submits a financial statement annually. Have in his/her possession at committee meetings: all bank statements, deposits, and checkbooks, in order to be prepared to make deposits and disbursements. Maintains all accounts (Zoom monthly fee, Slack currently free) to be subjected to inspections at any time. Be one of the three signatures on all bank accounts. Will have the login and password credentials to access the BUCKYPAA paypal. Shall signup with the Venmo with the above referenced bank account attached. In the event Venmo cannot be utilized by the treasurer the Chair person will be responsible for setting this up.

5.4 CO-TREASURER

Suggested minimum length of sobriety: 1 years. Must have a job, personal bank account, and permanent home address. Shall have experience managing large budgets and committee service experience. Acts as one of 3 signers in proxy of the treasurer or if he or she assumes the vacated position on the committee's bank account. Confirms the accuracy of all Treasurer's reports. Acquires knowledge of how to carry out the duties of the Treasurer. Carries out the various duties assigned by the Treasurer and assists in maintaining financial records. In absence of the Treasurer, accepts full responsibilities of the Treasurer. If the Treasurer's position is vacated for any reason, the Co-Treasurer will immediately rotate into the position of Treasurer for the duration of the term.

5.5 ANNUAL BUCKYPAA WEEKEND CHAIR

Suggested minimum length of sobriety: 2 years. Must have served on the committee for at least one year before being elected and ideally attended previous conference(s). Responsible for the overall functioning of the BUCKYPAA weekend. Should have a working knowledge of A.A.'s 12 Steps, 12 Traditions, and 12 Concepts of World Service. Holds elected committee members accountable for the duties of their position for the weekend conference and ensures that all tasks are accomplished. Should keep well informed in the planning of the weekend. Shall announce and hold sub-committee meetings. Works with the Registration Chair to organize pre-registration before and during the weekend.

5.6 ANNUAL BUCKYPAA WEEKEND CO-CHAIR

Suggested minimum length of sobriety: 1 year. Assists and supports the Chair with the overall functioning of the committee.

5.7 ANNUAL BUCKYPAA WEEKEND PROGRAM CHAIR

Suggested minimum length of sobriety: 1 year. Creates a thorough and balanced program for the BUCKYPAA weekend, including speakers, panels, and workshops, as well as coordinating a schedule and location of events for the weekend. Presents possible main meeting speakers and format to the Host Committee for approval. Works with the Website/Graphics Chair to produce a formal program and update the website with pertinent information.

5.8 BY-LAWS CHAIR

Suggested minimum length of sobriety: 2 years. Must have served on the committee for at least one year before being elected. Assists and supports the Chair with the overall functioning of the committee. Should have a working knowledge of A.A.'s 12 Steps, 12 Traditions, and 12 Concepts of World Service.

5.9 SECRETARY

Suggested minimum length of sobriety: 1 year. Act as a custodian of all committee materials such as updating and keeping current the committee roster. Keeps accurate minutes of all committee meetings, including exact wording for all motions, as well as major points of discussion. Responsible for submitting minutes for review to the committee within 72 hours of the close of business meetings. Furnish information from our minutes/committee decisions to anyone who requests it.

5.10 ASSISTANT SECRETARY

Shall assist the Secretary in the performance of the duties of the Secretary and shall perform such duties in the absence of the Secretary.

5.11 EVENTS CHAIR

Suggested minimum length of sobriety: 1 year. Responsible for conceptualizing, arranging, hosting and promoting financially solvent fundraisers to raise money for Host Committee expenses. Has knowledge of A.A. Traditions and plans events in accordance with them. Coordinates events budgets with the Treasurer. Works closely with Outreach and Graphics Chairs in order to produce outreach materials for all scheduled events. Develops ideas for events and arranges/oversees all aspects of such events, including but not limited to: place, date, time, speakers, costs, refreshments, a/v, etc. Recruits volunteers to help organize and run all events. May form a subcommittee and hold regular meetings, keeping the full committee informed of discussions and actions taken at these meetings.

5.12 OUTREACH CHAIR & SOCIAL MEDIA CHAIR

Suggested minimum length of sobriety: 1 year. Working to ensure the preservation of BUCKYPAA. Responsible for bringing Host Committee and PENNSCYPAA information to the widest possible AA audience in the Bucks County area and throughout Pennsylvania. Organizes a sub-committee of "Outreach Coordinators" and other volunteers to attend AA events to get the word out about PENNSCYPAA. Responsible for recruiting volunteers and naming Outreach Coordinators focused on outreach activities and works with the Graphic/social media chair to fulfill this aim. Such Outreach Coordinators may have specific focus on: digital media, Bucks County Area opportunities, statewide opportunities, YPAA meetings, treatment facilities, etc. Chairs all outreach sub-committee meetings. Responsible for finding opportunities that promote awareness of the Host Committee and PENNSCYPAA and arranging for Outreach Coordinators and volunteers to carry out outreach activities. Responsible for developing and maintaining an outreach contact list. Works closely with Events, Secretary, and Merchandise Chairs. Distributes fliers to A.A. clubhouses, districts, intergroup, treatment centers, individual members, meetings, and other A.A. events, throughout the greater Bucks County area. Other such duties include, but are not limited to: maintaining a list of dark counties throughout the state and organizing efforts to outreach in said areas; making contact with Pennsylvania area Intergroups, notifying them of BUCKYPAA and PENNSCYPAA and providing them with conference information; and being available to the current host committee to aid in outreach wherever possible including on our social media account on Facebook

5.13 CO-OUTREACH CHAIR

Shall assist the Outreach Chair in carrying out all necessary Outreach functions. Shall accept full duties of the Outreach Chair in his/her absence.

5.14 WEBSITE & GRAPHICS

Suggested minimum length of sobriety: 1 year. Has access to a computer with appropriate digital technologies (Adobe Photoshop and Adobe InDesign or equivalent and/or the willingness to utilize template design resources). Produces all appropriate material requiring graphics (which may include flyers, banners, tickets, t-shirts, newsletters, etc.) This is a time-intensive position; the Graphics Chair should be comfortable adhering to deadlines. Responsible for creation and maintenance of the website, graphics and Social media accounts, and to assure we are linked to sister sites and all relevant YPAA pages. Works closely with the Events, Outreach, and BUCKYPAA Weekend Chairs in order to produce outreach materials for all scheduled events. Responsible for maintaining up-to-date website content, including but not limited to, all outreach and events materials, committee information, etc in adherence with A.A. Traditions. Works together with the Events, Graphics, and Outreach Chairs to make sure all outreach/events materials are posted and removed from the website in a timely manner. Monitors incoming committee email correspondence through the website and forwards all incoming correspondence to the committee or relevant members. Creates a registration page for the BUCKYPAA weekend on the website.

5.15 PENNSCYPAA SITE CHAIR

Suggested minimum length of sobriety: 1 year. Responsible for identifying, researching, making contact, visiting, and procuring requests for proposals from all suitable venues for hosting the relevant conference. Responsible for providing copies of all RFP's for bid book submission. Responsible for all interactions with host hotels/sites during negotiation and bidding process. Will be an active member of the outreach subcommittee.

5.16 PENNSCYPAA SITE CO-CHAIR

Suggested minimum length of sobriety: 6 months. Shall assist the Site Chair in carrying out all necessary Site functions. Shall accept full duties of the Site Chair in his/her absence. Will be an active member of the outreach subcommittee.

5.17 UNITY & PRAYER CHAIR

Suggested minimum length of sobriety: 1 year. Responsible for helping people get involved in service, monitors inactive members, provides prayer, diffuses arguments, & helps with BUCKYPPA outreach and service tables at events. Will be an active member of either the events or outreach subcommittee.

5.18 FELLOWSHIP CHAIR

Suggested minimum length of sobriety: 1 year. Tracks and announces committee members anniversaries and promotes social gathering outside of events. Will be an active member of either the events or outreach subcommittee.

5.19 SERVICE CHAIR

Suggested minimum length of sobriety: 1 year. Identifies, makes contact, and procures service commitments for the committee in the community. Will be an active member of the outreach subcommittee

5.20 TRADITIONS & CONCEPTS CHAIR

Suggested minimum length of sobriety: 1 year. Should have a working knowledge of A.A.'s 12 Steps, 12 Traditions, and 12 Concepts of World Service. Reports and sums up the tradition and concept for each month at the beginning of the committee meeting. Keeps committee informed if decisions or actions may be in conflict with traditions or by-laws

5.21 REGISTRATION CHAIR

Suggested minimum length of sobriety: 6 months. Works with the Outreach Chair to identify and attend other YPAA or AA events pertaining to pre-registrations and registrations for all events and/or BUCKYPAA weekend. Works with the Web & Graphics Chair in utilizing the committee website for organizing pre-registrations. Keeps accurate records of in person and/or online registrations for review by the committee.

5.22 MERCHANDISE & INVENTORY CHAIR

Suggested minimum length of sobriety: 6 months. Responsible for identifying various vendors for merchandise. Responsible for negotiation, procurement, sales, and safekeeping of merchandise. Keeps detailed records of merchandise bought, sold, and/or given away. Tracks, monitors, and logs all committee supplies and ensures proper storage and keeping. Will be an active member of the outreach subcommittee. Brings merchandise to BUCKYPAA and other YPAA events and conventions to fund raise. Responsible for the store and transport committee inventory supplies to and from events.

5.23 ARCHIVIST

Act as the holder of all factual material (documents, memorabilia, traveling showcases, etc.) in such a way that there can be no substantial distortion of our history. Shall be the liaison between the AA General Service Office Archivist and the Conference pertaining to all BUCKYPAA archives issues. Shall act as liaison to all archive matters and displays for any conferences. The Archivist shall at times act in accordance with the 12 Traditions, being especially concerned with protecting members' anonymity, and in accordance with the 12 Concepts for World Service, exercising the appropriate authority while always remaining accountable to the guidance of the Conference.

5.24 MEMBERS-AT-LARGE

Suggested minimum length of sobriety: None. All that is required is a desire to stop drinking. Members-at-large are recognized when they express their desire to do so and furnish contact information to the Chair, Co-Chair, or Secretary. Is encouraged to become an active member of the events or outreach subcommittee.

ARTICLE VI

PENNSCYPAA CONFERENCE SPECIFIC POSITIONS

In the event that the Bucks County Young People in Alcoholics Anonymous are awarded PENNSCYPAA additional conference specific positions will be created.

6.1 PROGRAM CHAIR

Suggested minimum length of sobriety: 2 years. Creates a thorough and balanced program for the conference, including speakers, panels, and workshops, as well as coordinating a schedule and location of events for the conference. Presents possible main meeting speakers and format to the Host Committee for approval. Responsible for inviting and coordinating travel arrangements and hotel accommodations for all out of town speakers if needed. Responsible for maintaining contact with and confirming the arrival of speakers.

6.2 ROOM & BOARD COORDINATOR

Suggested minimum length of sobriety: 6 months Responsible for facilitating room, board, and transportation plans and issues for sleepover events.

6.3 SPECIAL NEEDS COORDINATOR

Suggested minimum length of sobriety: 6 months. Liaisons with and outreaches to persons with special needs and/or disabilities. Seeks ways to provide reasonable accommodation for such persons at the conference. May need to liaison with the site to understand the site's accessibility features and how the site can accommodate service animals. Responsible for managing and facilitating reserved seating at main meetings for those with special needs and their companions. Liaison with the Registration Chair to identify those who have special needs.

6.4 HOSPITALITY COORDINATOR

Suggested minimum length of sobriety: 6 months. Responsible for providing a welcoming, hospitable, and clean hospitality suite(s) staffed by volunteers during opening hours. Oversees the collection, delivery, and management of supplies in suite(s). Also oversees the supply of refreshments outside of the hospitality suite and liaison with the site's food/beverage staff. If a banquet is planned, organize a banquet function.

6.5 SECURITY COORDINATOR

Suggested minimum length of sobriety: 1 year. Oversees a team of volunteers to facilitate a welcoming and safe environment for attendees and encourages behaviors that places principles over personalities among attendees. This may include adherence to the site's and conference's conduct policies. Engage with participants to ensure conduct is in accordance with site policies. Encourages attendees to be courteous towards other participants, site staff, and non-AA guests at the site. Liaison directly with site security staff. Understand the site's policies on guest conduct, safety, lost & found, and be aware of site's accessibility features, how to report medical emergencies, and how to report safety/security issues with the site staff

6.6 ENTERTAINMENT COORDINATOR

Suggested minimum length of sobriety: 6 months. Organizes activities that promote fellowship at PENNSCYPAA. Activities may include a dance, shows, organized games, interactive ice-breaker activities, and more. Activities need to be conducted in accordance with the site's policies and promote inclusion and interpersonal and physical safety.

6.7 A/V COORDINATOR

Suggested minimum length of sobriety: 6 months. Manages audio services in support of the main meetings and fellowship activities. May arrange for the recording of speakers and panelists. Liaise with entertainment vendors. Has knowledge of A.A. guidelines regarding anonymity.

6.8 MARATHON MEETING COORDINATOR

Suggested minimum length of sobriety: 1 year. Schedules marathon meetings, provides materials/format, chooses discussion topics, recruits chairs, and oversees the setup and maintenance of the marathon meeting room.

6.9 VOLUNTEER COORDINATOR

Suggested minimum length of sobriety: 6 months. Recruits, orients, and facilitates the placement of conference volunteers who present themselves for service into various functions throughout the conference as requested by various committee chairs and coordinators in the spirit of service.

ARTICLE VII

CONFERENCE SITE SELECTION

7.1 PROCEDURE OF SITE SELECTION PENNSCYPAA

Conference site selection of the Host Accommodations will use a voting procedure modeled after the Third Legacy Procedure, which will include discussion between ballots for conference site selection by the quorum. All Conference members have one vote. The Conference and its meeting shall have the sole authority in choosing the conference site.

7.2 IN THE EVENT OF NO VIABLE VENUE

In the event that no venue is found suitable, an emergency meeting of the Conference shall be called without delay. All past and present members will be invited to attend in order to find a suitable site for the conference, determine if the conference should be suspended and the subsequent fate of the Conference.

7.3 SEED MONEY

The Conference shall allocate up to \$2,500 "seed money" for any Conference Approved event even if prudent reserves are needed to be returned to the Conference immediately following the event.

ARTICLE VIII

THE CONFERENCE

8.1 PRE-CONFERENCE

The Secretary shall annually issue to all major area central offices and others who request it, or as he/she deems warranting, an invitation to all conference events. The Outreach Chair shall extend conference invitations to all appropriate parties throughout the year. Conference members are trusted servants of BUCKYPAA and of A.A. as a whole, whose job it is to encourage BUCKYPAA, PENNSCYPAA participation throughout the year. They should make themselves available to all interested parties for any assistance which they may need.

8.2 POST-CONFERENCE

All conference financial obligations will have funds disbursed within sixty days of the closing of the conference in whatever way deemed appropriate, after the following requirements are met: return the seed money of up to \$2,500.00 to the Conference within sixty days after the conference or event. The Conference will also donate 60% of all remaining profits after all conference and event expenses have been paid, as well as, the prudent reserve met, to the Advisory Council of PENNSCYPAA to help secure the future of PENNSCYPAA. The remaining 40% will be donated to the General Service Structure of A.A. (Districts/Areas/GSO), and or their local intergroup office at the discretion of the Conference. The conference committee shall maintain a permanent mailing address and bank account until such time after the conference all conference business is completed.