

WICYPAA BID AND HOST SUGGESTED BYLAWS

- I. **Mission Statement**- The Wisconsin Conference of Young People in Alcoholics Anonymous meets annually. Everyone is welcome. We define Young People as anyone with room to grow. There are no age restrictions. In the past we have had people in their teens and in their seventies involved. The conference provides an opportunity for AA members from all over Wisconsin and the rest of the world to come together and share their experiences, strength and hope. Like any other conference, it is an opportunity to learn more about the program and sobriety.
- II. **Membership of WICYPAA**
 - a. Any member of Alcoholics Anonymous is welcome to attend WICYPAA committee meetings.
 - b. Anyone in attendance at a WICYPAA committee meeting may consider themselves a member at large of WICYPAA, and therefore may participate in discussion.
- III. **Elections for Committee Positions**
 - a. ~~WICYPAA elections will be conducted using the election guidelines outlined in the A.A. Service Manual (See Appendix G, AAWS '21-23, p111).~~
 - b. Any A.A. member who is willing and able to serve WICYPAA may stand as a candidate for a position, and will have the opportunity to give a brief A.A. Service Resume, including their sobriety date and specific qualifications, before an election takes place.
 - c. Each A.A. member has one vote.
 - d. Any person holding a service position that handles money must have a suggested minimum of 6 months of continuous sobriety at that time, and must have previous experience with service.
 - e. Absentee voting is not permitted, but non-elected co-chairs may vote in the absence of their chairperson.
 - f. Those who do not wish to participate in a vote may refrain from voting.
 - g. In the event that a candidate stands to fill a position unopposed, they may be accepted by acclamation with a majority vote.
- IV. **Rules for Elected Committee Positions**
 - a. Attendance Policy
 - i. Attendance shall be taken at every general assembly meeting
 - ii. Any service member that fails to attend 3 consecutive WICYPAA meetings will be approached by their chair/co-chair, asking if they want to continue to serve or step down from their position. If the chair approaches the member and no response is given after 48 hours, this will be considered a resignation from the committee.
 - iii. If absent, a proxy report should be submitted in advance to the Chair, Co-Chair, or Secretary.
 - iv. It is suggested per our experience that if a relapse occurs from a committee member, and they are willing to get honest, they may re-stand for the position assuming the position isn't one that requires a sobriety requirement.
 - v. Any service member who is found to not be fulfilling their requirements, the chair and co-chair may approach this individual and see what assistance may be

needed. It is suggested per our experience you reach out to see if this individual is struggling with external circumstances, unsure of what their position entails or if they would like to resign, assume less of a responsibility and serve as a co-chair or on a subcommittee.

- vi. Any chairperson has the ability to call an ad-hoc sub-committee meeting

V. Committee Structure

- a. All members of WICYPAA shall be added to the WICYPAA contact list. This includes any of the following applicable information: telephone number, email address, sobriety date etc.
- b. Specific trusted servant positions are elected from the WICYPAA membership. Each position carries a one (1) year term. A list of all positions are included in this document.

VI. Sub-Committee Meetings

- a. Sub-Committee meetings should be scheduled at least one week in advance.
- b. Committee members should be notified of a scheduled sub-committee meeting at least one week in advance via Facebook, Group chat and/ or text/call (whichever is specified on the contact information)
- c. The results of sub-committee meetings shall be reported at the following WICYPAA business meeting as a committee report.

VII. Committee Operations

- a. It is suggested that WICYPAA follows the 12 Steps & 12 Traditions of Alcoholics Anonymous and the 12 Concepts for AA World Service.
- b. All WICYPAA financial transactions will be made through its bank account, and all receipts shall be turned over to the treasurer. In order to be reimbursed for a transaction made on WICYPAA's behalf, a receipt must be present, and there must be a motion in the minutes approving the transaction prior to the date of transaction. No member will expense WICYPAA funds without first receiving a majority approval from the committee. The four (4) bank signers are to include the Chair, Co-chair, Treasurer and Co-Treasurer of WICYPAA.
- c. After each year's election meeting, the previous year's bank signers will have 1 month to add the new Chair, Co-chair, Treasurer, and Co-Treasurer to the account as signers.
- d. At this point the previous year's members who are no longer serving as Chair, Co-Chair, Treasurer or Co-Treasurer should be removed as signers.
- e. WICYPAA will maintain a P.O. Box for all written correspondence.
- f. The Committee P.O. Box and bank account will be used exclusively for WICYPAA business.
- g. Any amendments, deletions, or additions to the WICYPAA Bylaws will be made in a three-step process:
 - i. The change will be submitted in writing, and copies distributed at a WICYPAA business meeting.

- ii. The change will be discussed and evaluated after the group has had sufficient time to read the proposed amendments.
- iii. All amendments require a majority approval from the voting body.

VIII. Committee Procedures

- a. General:
 - i. WICYPAA business meetings will be held the _____ of the month at _____ in _____, Wisconsin.
 - ii. Unless a majority votes to move or postpone an individual meeting.
 - iii. Additional meetings may be called by the chairperson.
 - iv. In this circumstance the chairperson must give at least one week's notice to the committee.
- b. Agenda:
 - i. The Chair will arrange the agenda for all WICYPAA meetings
 - ii. Agendas are to follow this order:
 - 1. Opening prayer
 - 2. Announcements and Attendance
 - 3. Review and approval of the previous meeting's minutes
 - 4. Committee Reports
 - 5. Old Business
 - 6. New Business
 - 7. Scheduling of next meeting
 - 8. Closing Prayer
 - iii. All committee meetings shall be a maximum of one hour long, unless the majority votes to extend the meeting.
- c. Minutes:
 - i. The Secretary is to prepare each meeting's minutes, noting Old Business, motions, actions, and other important items. Copies of minutes are to be available to A.A. members upon request and sent to the committee within 72 hours of the meeting.
 - ii. The minutes are to be read, corrected when needed, and then approved at each committee meeting.
 - iii. The Chair is responsible for conducting the meeting so as to allow the Secretary to make the most accurate notes possible.
 - iv. The committee will honor all requests for clarification from the Secretary.
- d. Reports:
 - i. Reports shall inform WICYPAA of the status, progress, and direction of the individual or subcommittee.
 - ii. All committee Chairs shall give a report to the committee at every regularly scheduled WICYPAA meeting.
 - iii. All reports will be concise and well prepared.
 - iv. Following each report, the floor will be opened for questions and discussion.
- e. Motions and Voting Procedures:

- i. In order for a motion to be discussed and voted upon, it must first be presented in the form of a motion (I make a motion to...) and then be seconded by another member of the committee.
- ii. Motions are generally made during Reports, Old Business, or New Business.
- iii. A majority vote is required to pass each motion.
- iv. Motions may be withdrawn by the member making the motion at any time prior to the vote.
- v. While motions may be amended by the committee at any time, friendly amendments shall be approved by the motion maker only.
- vi. The Chair will not make motions, second them, or vote under any circumstances.
- vii. In the discussion of a motion, the member who made the motion has the right to speak first and last on that motion.
- viii. The Chair will always ask for further discussion from others.
- ix. Any member may make procedural motions at any appropriate break in discussion.
- x. Members who do not want to be counted at all may simply refrain from voting on a motion.
- xi. If the vote on the motion ties at 50/50, the discussion shall continue and at this time the motion may either be amended or withdrawn by the committee member making the motion. After further discussion a re-vote shall take place.
- xii. Automatically following a vote, the minority opinion has the option to be voiced if a voting member of the minority voices their desire to be heard. In this case, if any of the majority is swayed by the minority opinion, a member of the majority may call to "reconsider the original motion" and a re-vote shall take place.
 1. This motion to "reconsider the original motion" requires a simple majority to pass.
 2. If a simple majority votes against "reconsidering the original motion," then the original vote stands and minority rights no longer apply.
 3. If, however, a simple majority votes to "reconsider the original motion," the motion is reopened for discussion, and then followed by a second vote requiring a majority to pass. Minority rights no longer apply and the second vote on the motion stands as counted.
- xiii. If any vote does not show substantial unanimity, is the cause of major disagreement, or is lacking significant participation due to abstentions in the majority or poor attendance, the Chair may choose to postpone the motion.
 1. If the Chair does postpone the motion, it will be the priority in Old Business at the next regularly scheduled business meeting.

f. Rules of Discussion:

i. Listening:

1. No person, except for the Chair, shall ever interrupt a speaker while he/she has the floor unless a question of procedure arises, or the prayer chair calls a prayer. The Chair may only interrupt a speaker for the following reasons:

- a. Speaking off the topic
- b. Speaking too long
- c. Repeating the previous points at length

ii. Talking

1. Discussion will begin by the Chair asking, "Is there any discussion?" The Chair will then call on members who have their hands raised.
2. Should a participant persist on holding the floor without adhering to the requirements of these procedures, or should a participant persist in interrupting or otherwise disrupting the meeting, the Chair has a right to say, "Will you please come to order?"
3. If the disorderly discussion continues, the Chair may suggest a break, ask the people to leave the meeting, or declare the meeting adjourned if necessary.

WICYPAA AC is responsible for creating and observing these Bylaws. The Chair is responsible for observing and maintaining these rules of procedure. The 12 Steps & 12 Traditions of Alcoholics Anonymous and the 12 Concepts for World Service precede all procedures covered here. It is not the intention of WICYPAA to violate any of A.A.'s spiritual principles.

