



SERCYPAA ADVISORY COUNCIL

BYLAWS

ARTICLE I - NAME

The name of this organization shall be the Advisory Council of the Southeast Regional Conference of Young People in Alcoholics Anonymous (SERCYPAA), otherwise known as SERCYPAA Advisory Council.

ARTICLE II - OBJECT

The Council is the custodian of the Conference and the Board of Directors of SERCYPAA, LLC 501(c) 3. It is both the legal guardian and spiritual servant of SERCYPAA. Its purposes are but not limited to:

- Practice the A.A. Twelve Steps, Twelve Traditions, and Twelve Concepts for World Service.
- To demonstrate the principles of Alcoholics Anonymous among young people in the Southeast Region.
- To serve young people in the area with the greatest need and to help young people find their place in the A.A. service structure.
- To establish a permanent committee that ensures the preservation of the SERCYPAA experience and materials.
- To serve as the custodian of the Conference, and to share its knowledge and experience with the General Service Office and any member of A.A. who requests it.
- Provide guidance to Committees who are bidding for the Conference.
- Provide guidance to the current Host Committee.
- Provide custodial oversight of SERCYPAA and veto power over the Host Committee.
- To select a host city for each year's conference.
- Protect the LLC, its assets, and manage the LLC using the best practices of not-for-profit organizations as dictated by local, state and federal regulations and laws.
- Uphold its fiduciary responsibility.
- Practice transparency in its affairs.
- Maintain the SERCYPAA archives.

ARTICLE III - PROCEDURES

The *Council's* primary duty it is to maintain the welfare of A.A. as a whole by adhering to The Twelve Traditions, Twelve Steps, and Twelve Concepts of A.A. No *Council* member shall act in opposition of the majority opinion. The bank accounts and *Council* material should only be used for *Council* business. All materials of the *Council* shall be deemed property of the *Council* and passed on to its successors. The *Council* shall maintain the SERCYPAA website in adherence to GSO guidelines. It is suggested the *Council* will conduct a group inventory every odd year. In the spirit of unity, it is suggested all *Council Members* attend the Mid-Year Meeting.

ARTICLE IV - MEMBERSHIP

The *Council* shall not exceed twenty members and twenty-five alternates.

Any member of the current Host Committee under forty years of age, with at least one year of continuous sobriety that has served continuously on the Host Committee for at least six months prior to the current year's conference is eligible for election onto the Advisory Council. Each Host Committee, no later than the Wednesday before the opening of the current Conference, shall elect three members using the Third Legacy Procedure (as outlined in the current edition of the *A.A. Service Manual*), and five Alternates. (The Host Committee has the option to use a simple majority process for electing the Alternate Members)

Council members are expected to attend the Conference each year and are encouraged to attend the Mid-Year Meeting. A Council member's failure to attend two consecutive SERCYPAA Conferences during her/his term shall be considered a voluntary resignation. Determining whether a Council member that comes to a meeting late or leaves a meeting early is considered present or absent for that meeting shall be at the Chair's discretion. Deployment with the uniformed military service shall not be counted as an absence.

An Alternate Advisory Council member may serve in place of a permanent Advisory Council member at any Advisory Council meeting and act as a voting member if the Advisory Council Chair and Secretary are notified in advance. An alternate Advisory Council member serving in place of a permanent Advisory Council member will still be considered an absence.

If a permanent Advisory Council member is not able to attend an Advisory Council meeting, it is their responsibility to ask an Alternate Advisory Council member (from their Host Committee) to attend the meeting in their place. If the First Alternate is not available, the next Alternate in succession must be asked (i.e., Alternate #One asked first, Alternate #Two asked second, etc.). An Alternate may not name another Alternate should they themselves not be able to attend.

A break in sobriety shall be considered a resignation.

The Advisory Council may remove a Council member by a three-fourths vote of the total voting Board Members of the Advisory Council.

If an Advisory Council member resigns either by absence, breach of sobriety, or by vote, then the Council Chairperson shall contact an Alternate for replacement from the vacating member's Host Committee in succession.

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

Vacant Council seats caused either by resignation or absence from the Conference may temporarily or permanently be filled by elected Alternates from the area represented by the vacancy, in the order in which they were elected. If the vacancy is caused by a member's resignation, the Alternate will be a permanent member of the Council.

In the event that a Council member resigns, while he/she holds a Committee position, then a vote will be held to fill the vacant position.

The Directors of SERCYPAA shall consist of all permanent Advisory Council members above the age of eighteen and shall have the authority to amend the articles of organization and otherwise to take any action reserved for the Board of Directors by the articles of organization, these by-laws, or applicable Louisiana law. All Council members should encourage conference participation and attendance throughout the year.

The standard term length for SERCYPAA Advisory Council membership is five conferences, starting the year after their host year. This term may be extended if a member of the Board of Directors is elected to an Officer position in their fourth or fifth year of service. Depending on when a board member is elected, the term may be extended to six or seven years. In the spirit of rotation, the maximum limit for serving on the SERCYPAA Advisory Council is seven cumulative conferences.

The Advisory Council shall elect its Officers, including a Chairperson, Co-Chairperson, Secretary and Treasurer from any permanent Advisory Council member above the age of eighteen within their standard 5-conference term.

Each Officer position is a two-year commitment, and no Council member may serve more than two terms in the same position. Officer elections will be conducted using the Third Legacy Procedure as outlined in the *A.A. Service Manual*.

Should the Council membership fall below an adequate level of nine and no alternates are available to fulfill the positions, previous Council members starting with the last to rotate off may be called back within five years after their term lapses to serve, regardless of age, until an adequate membership of nine is once again maintained.

ARTICLE V – OPERATING COMMITTEE

The Operating Committee will consist of the Chair, Co-Chair, Secretary, and Treasurer, and shall not take action in opposition of the group conscience. If a member from the Operating Committee is unavailable to attend any meeting or perform any function, the Chairperson may select an alternate from the Board of Directors to serve temporarily or until the next meeting of the Advisory Council.

The Operating Committee is responsible for conducting the business of the Advisory Council. Members of the Operating Committee shall keep the Council informed on the Host Committee's progress, plans, and activities. The Committee should also review the budget and major contracts entered into by the Host Committee. The relationship between the two committees should fundamentally be the sharing of experience, strength and hope with each other.

ARTICLE VI – OFFICERS

CHAIRPERSON

- Arrange for and announce the agenda for all Council Meetings prior to meetings.
- Open Council Meetings and maintain meetings in reasonable order.
- Recognize members entitled to the floor.
- State and put to vote all motions properly made and seconded.
- Announce the results of all votes.
- Affix his/her signature to all appropriate Council actions.

- Must be one of the four signatures on all bank accounts. Any two of the four bank signatures may sign checks after receiving two-thirds vote of approval from Advisory Council Members.
- Will contact the Host Committee and confirm facilities for Council use and fulfill the position as liaison between Council and Host Committee.
- Other duties that are consistent with the role of Chairperson.
- Responsible for all email correspondence between the council and other entities as applicable.
- Furnish copies of correspondence to all Council members on all matters affecting the Council or young people in AA.

CO-CHAIRPERSON/HOTEL LIAISON

- In the absence of the Chairperson, shall accept the full duties of the Chairperson.
- Carry out the various duties assigned by the Committee.
- Act as a liaison between Council and General Service by having written correspondence between Advisory Council and the General Service Office.
- Assists with Host Committee hotel contract negotiations.
- Must be one of the four signatures on all bank accounts. Any two of the four bank signatures may sign checks after receiving two-thirds vote of approval from Advisory Council Members.
- Other duties, which are consistent with the role of Co-Chairperson.

TREASURER

- Keep accurate records of all Council financial transactions.
- Give financial report at Council Meetings and annual report at the conference.
- Have in possession all bank statements and checkbooks at all meetings in order to be prepared to make deposits and disbursements during meetings.
- Maintain all accounts subject to inspection at any time.
- Must be one of the four signatures on all bank accounts. Any two of the four bank signatures may sign checks after receiving two-thirds vote of approval from Advisory Council Members.
- Must furnish copies of bank statements and Treasurer's report on a quarterly basis to every Advisory Council member. The Council will determine the dates of the quarterly mailing at the conference.
- Other duties, which are consistent with the role of Treasurer.

SECRETARY

- Act as custodian of all Council materials with exception to archives.
- Keep and transcribe minutes to be emailed to Council Members within three months of the meeting.
- Furnish information from our records to anyone who requests it with the exception to the minutes pertaining to the awarding of the conference.
- Must send out a change of address form every year to past/previous Advisory Council Members and alternates.
- Ensure that the PO Box is checked regularly.
- Must be one of the four signatures on all bank accounts. Any two of the four bank signatures may sign checks after receiving two-thirds vote of approval from Advisory Council Members.

- Other duties, which are consistent with the role of Secretary.

ARCHIVIST

- Be the keeper of the Archives.
- Collects and preserves archival material such as SERCYPAA books, programs, t-shirts and other merchandise, programs, flyers, etc. of SERCYPAA Advisory Council and Host Committees.
- Arranges for dry, safe, and secure storage of archival material.
- Arranges for storage and shipping when necessary; prepares budget for such.
- Keeps inventory of the archival material in a document to be shared and passed on to council members and incoming archivist.
- Arranges for display space at conferences and events.
- Creates displays of archives; complies with conservation standards when creating displays (e.g., does not use adhesives and laminates that will damage material, makes certain material will not be damaged by light, temperature, or human contact, etc.)
- Gathers historic information about SERCYPAA to be added to our history.
- Gathers information on the latest suggestions from GSO on archival practices and implements them as needed.

PI/OUTREACH CHAIR

- Must keep outreach mailing list (which includes database and hard copy)
- Send bid invitations via this mailing/email list.
- Outreach in general throughout the South East Region with assistance of Advisory Council members.
- See AA PI guidelines and follow them.
- The PI/Outreach Chairperson shall annually issue to all major area central offices, young people's groups and others who request it, an invitation to bid for the Conference site. Included in this invitation to bid should be the following as listed: a brief description of the Conference background, the facts as to how, when, and where bids are accepted, a current Conference Flier and Bid Requirements.
- Other duties, which are consistent with the role of PI/Outreach Chair.

WEBMASTER

- To maintain an up to date advisory website including domain, hosting, content management.
- To maintain Advisory email forwarding.
- To furnish all pertinent login information to the Operating Committee.
- To maintain and administrate any Social Media accounts operated by the Council.
- Maintain archived minutes and documents.

ARTICLE VI – MEETINGS

The annual meeting shall be held at each SERCYPAA conference and shall be for the purpose of selecting a host city for the next year's SERCYPAA, electing officers, receiving reports of officers, Bylaw revision, and for any other business that may arise.

The annual Mid-Year meeting site shall be selected during the annual conference. The purpose of this meeting is for unity, and to conduct any pressing business as long as a quorum is present. Council members are highly encouraged to attend.

Special meetings may be called by the Chairperson and can be called upon the written/email request of three members of the Council. The purpose of the meeting shall be stated in the request. Except in cases of emergency, at least seven days' notice shall be given.

One-half of the current members of the Council shall constitute a quorum.

ARTICLE VII – COUNCIL GUIDELINES

Committees, standing or special, shall be appointed by the Chairperson as the SERCYPAA Advisory Council shall from time to time deem necessary to carry on the work of the Council.

The Chairperson shall be *ex-officio*, a member of all Committees.

Robert's Rules of Order Newly Revised shall govern the Council in all cases in which they are applicable and which are not inconsistent with A.A.'s Traditions and Concepts, these Bylaws, and any special rules the Council may adopt.

The Treasurer will make available \$600.00 to the Host Committee when requested (Seed Money).

In the event that no city presents a bid, an emergency meeting of the Council 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 and the subsequent fate of the Council.

The Council shall review all of its documents every two years, to ensure it is meeting compliance issues and all sections are up to date.

Elections shall be held every two years, not to coincide with years in which Bylaw revisions occur.

Newly elected members, who choose to serve during their Host year, should not be elected for a Council position unless a need arises (e.g. not enough members who are willing and able.)

ARTICLE VIII – VETO PROCEDURE

The Advisory Council has the chief initiative and the active responsibility in ensuring the integrity and continuity of SERCYPAA year after year. Any host committee decision that might be viewed as detrimental to the principles of AA or to current or future SERCYPAAAs would be of utmost concern.

If such a matter comes to the attention of the Advisory Council, all due diligence should be exhausted in communicating the concern to the Host Committee. If after having been informed of the concern, the Host Committee chooses to stay the course, the Operating Committee of the Advisory Council can make a recommendation to the full Council that the Host Committee decision should be vetoed.

If no Advisory Council meeting is imminent and time is of the essence, an emergency meeting may be called by the Chairperson to address the issue. A vote to veto a Host Committee decision requires a quorum of Advisory Council members in attendance at the meeting.

If the veto passes, the Host Committee Chairperson should be notified by the Advisory Council Chairperson of the decision.

ARTICLE IX – BID PRESENTATION & SITE SELECTION

Each Bidding Committee shall have fifteen minutes to present their bid on the Saturday morning of the Conference followed by a five-ten minute question and answer session with the Advisory Council. The Council shall select a host site on the Saturday of the Conference after all Bid Committees have submitted their presentations.

Each Council member will first submit a secret ballot, after all ballots have been tallied, unless a unanimous decision has been met, each Council member will then be given ninety seconds for discussion, with option of second round of discussion. Upon completion of all discussion, the Council shall use the Third Legacy Voting Procedure (as outlined in the A.A. Service Manual) until a Host Site has been selected. The Site Selection Meeting shall be closed to Council members only.

ARTICLE X – FUNDS

The Council shall endeavor to maintain a five thousand (\$5000) prudent reserve, for Conference support when necessary. It should disperse six hundred dollars (\$600) if requested to the chosen Host Committee for seed money. An additional two hundred fifty dollars (\$250) shall be allotted each year for Advisory Council operating expenses.

After annual operating expenses have been paid, lodging reimbursements may be distributed to Council members for half of their actual lodging expenses incurred at the annual Conference not to exceed a length of stay in excess of the actual conference, nor to exceed the standard room rate extended to Conference attendees. Lodging reimbursements are calculated based on the number of room nights a Council member stays at the Conference. Examples below.

- John checks-in Thursday and out on Sunday during the Conference at a rate of \$100 per night (taxes and fees included). John's total for lodging is \$300. The Council will reimburse John for half his stay (\$150).
- Jill stays Friday and Saturday. She is reimbursed a hundred dollars ($\$200/2=\100).
- Alex stays in a comped room and does not incur any lodging expenses. As such, Alex does not receive lodging reimbursement.

Reimbursements declined by attending council members shall be returned to the treasurer and reincorporated into the Council's budget.

All Council financial transactions shall be made through its bank accounts. No member of the Council shall incur expenses outside of job description in the Council name without first receiving a two-thirds majority approval of the Council. After the reserve amount is met, the Council has the full authority to contribute the money where the need is greatest within the community of the Conference or A.A. as a whole. The Council shall review for approval, the Host Committee's suggested distribution of funds for the upcoming year.

To summarize, expenses shall have the following priority:

1. Seed Money (\$600)
2. Prudent Reserve (\$5,000)
3. Annual Operating Expenses (\$600)
4. Lodging Reimbursements
5. Host Committee Distribution, all remaining monies

ARTICLE XI - Dissolution

Upon the dissolution of this organization, assets shall be distributed directly to AA GSO.