

**BYLAWS**

**SACRAMENTO  
YOUNG PEOPLE  
IN  
ALCOHOLICS ANONYMOUS**

**Revised  
May 21, 2010**

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# **Sacramento Young People in Alcoholics Anonymous BYLAWS**

As of May 21, 2010

## **I. MISSION STATEMENT**

Sacramento Young People in Alcoholics Anonymous (SACYPAA) has but one primary purpose - to carry its message to the alcoholic who still suffers. Being cognizant that not all young people (or young at heart) may find our meetings (business/spiritual) and events necessary, we do not propose to be the only answer or governing body of young people in the greater Sacramento area. When anyone, anywhere, reaches out for help, we want the hand of Alcoholics Anonymous (**A.A.**) always to be there. And for that: we are responsible. We insure to do this by unifying young people in the Northern California area and by practicing the principles of A.A. through meetings, events, and outreach.

- A. Only admitted alcoholics may be members of SACYPAA and all alcoholics are eligible for membership.
- B. All elected officers shall serve one full committee term.
- C. Failure to attend two SACYPAA Steering Committee meetings, without a 24 hour notice to the Chair, Co-Chair, or Secretary shall be considered a resignation of committee position.
- D. Failure to attend three SACYPAA Speaker Meetings and events, without a 24 hour notice to the Chair, Co-Chair, or Secretary shall be considered a resignation of committee position.
- E. All committee position holders are responsible for ensuring their position duties are fulfilled at all SACYPAA events and Business meetings. Failure to fulfill duties, 2 or more times, (regardless of 24 hour notice) is considered a resignation of service. Said member may still make themselves available at next committee elections.
- F. Any break in continuous sobriety is considered a resignation of committee position.
- G. At any time that the Chair and/or Treasurer cannot fulfill their duties and have resigned; the Co-Chair and Co-Treasurer are the only positions that automatically rotate into the Chair and Treasurer position.

## **II. DESCRIPTION OF DUTIES**

The committee shall elect from its membership the following officers:

### **1. Chair:**

Shall arrange for and announce the agenda of all SACYPAA Steering Committee meetings. Shall open and maintain SACYPAA Steering Committee meetings in a reasonable fashion. Shall conduct all business in accordance to the SACYPAA Bylaws. Ensure all duties/ responsibilities are fulfilled by committee position holders and

committee actions adhere to SACYPAA's Mission Statement, 12 Concepts of World Service, 12 Traditions, and 12 Steps of Alcoholics Anonymous. Be one of two signatures on all bank accounts. Have at least three years of continuous sobriety.

2. Co-Chair:

Shall carry out various duties assigned by the Chair in absence of the Chair, shall accept the full duties of the Chair at Steering Committee Meetings. Have at least three years of continuous sobriety.

3. Treasurer:

Keep accurate financial records of all SACYPAA transactions. Submit a financial statement at each SACYPAA Steering Committee meeting. Have in his or her possession at the SACYPAA Steering Committee meetings; all bank statements, deposits and checkbooks, in order to be prepared to make deposits and disbursements. Maintain all accounts, which are subject to inspection at any time. Be one of two signatures on all bank accounts. Must be employed, have a bank account, have a permanent address and not be currently in a check fraud database (e.g check systems). Maintain prudent reserve equal to 3 months operating costs (monthly speaker meeting and business meeting). Have at least five years of continuous sobriety.

4. Co-Treasurer:

Shall carry out various duties assigned by the Treasurer, excluding being a signer on the bank account, in the absence of the Treasurer, shall accept various duties of the Treasurer at Steering Committee Meetings. Must be employed, have a bank account, have a permanent address and not be currently in a check fraud database (e.g check systems). Have at least five years of continuous sobriety.

5. Secretary:

Act as a custodian of all SACYPAA materials. Keep minutes of all SACYPAA Steering Committee meetings. Furnish information from our records to anyone who requests it. Answer all correspondence promptly and to the will of the majority of the SACYPAA Steering Committee members. Furnish minutes to the SACYPAA Steering Committee members. Keep accurate and up-to-date information on SACYPAA committee members contact list (e.g. phone numbers and e-mail addresses). Have at least one year of continuous sobriety.

6. Co-Secretary:

Shall carry out various duties assigned by the Secretary in absence of the Secretary, shall accept the full duties of the Secretary at Steering Committee Meetings. Must attend all sub-committee meetings and take meeting minutes. Make reminder calls to committee members one week prior to the steering committee meeting. Have at least six months of continuous sobriety.

7. Facilities Chair:

Has the responsibility to enter into negotiations with facilities deemed appropriate by the

SACYPAA Steering Committee members. Also responsible to maintain the relationship with such facilities, and is responsible for set-up and clean-up of the facilities at SACYPAA events. Have at least one year of continuous sobriety.

8. Co-Facilities Chair:

Shall carry out various duties assigned by the Chair in absence of the Chair, shall accept the full duties of the Facilities Chair at Steering Committee Meetings. Have at least 90 days of continuous sobriety.

9. Events Chair:

Has the responsibility to plan and coordinate all SACYPAA events deemed appropriate by the SACYPAA Steering Committee Members. Have at least one year of continuous sobriety.

10. Co-Events Chair:

Shall carry out various duties assigned by the Events Chair, in absence of the Events Chair, shall accept the full duties of the Events Chair at Steering Committee Meetings. Shall over see any subcommittee meetings or Adhoc committee/planning. Have at least one year of continuous sobriety.

11. Outreach Chair:

Shall have the responsibility to outreach all SACYPAA functions within the Twelve Traditions of A.A. Shall distribute SACYPAA flyers accordingly. Shall keep and maintain communication with Central Office (e.g. The By the Way and Mailer). Provide information regarding all upcoming young people events at SACYPAA Steering Committee Meeting must have reliable transportation and a valid California Driver license. Have at least one year of continuous sobriety.

12. Co-Outreach Chair:

Shall carry out various duties assigned by the Outreach Chair in absence of the Chair, shall accept the full duties of the Outreach Chair at SACYPAA Steering Committee Meetings. Have at least nine months of continuous sobriety.

13. YP-PI/CPC

Shall be the liaison between SACYPAA and PI/CPC. Requirements will be to represent group at the regularly scheduled monthly PI/CPC meetings as stated by PI/CPC, as well as the monthly Young People's PI/CPC. Report back to SACYPAA events and issues from PI/PCP meetings; provide a written report to be read and given to the Secretary and Chair. Obtain group conscience on issues when necessary to bring back to PI/CPC. PI/CPC liaison shall have at least one year of continuous sobriety."

14. Bid Package Chair:

Shall have the responsibility to arrange the completion of the Bid Package to the will of SACYPAA have at least two years of continuous sobriety.

14. Co-Bid Package Chair:

Shall carry out various duties assigned by the Bid Package Chair in absence of the Bid Package Chair, shall accept the full duties of the Bid Package Chair at Steering Committee Meetings. Have at least one year of continuous sobriety.

15. General Service Liaison/Area Chair:

Shall be the liaison between SACYPAA and The General Service Structure and Area have at least two years of continuous sobriety. This is a two year service requirement based on the General Service Representative Liaison rotation of service.

16. Co-General Service Liaison/Area Chair:

Shall carry out various duties assigned by the General Service Liaison/Area Chair in absence of the General Service Liaison Chair, shall accept the full duties of the General Service Liaison Chair at Steering Committee Meetings. Have at least two years of continuous sobriety.

17. CCFAA Liaison Chair:

Shall be the liaison between SACYPAA and The Central Service Structure; have at least one year of continuous sobriety.

18. Co-CCFAA Liaison:

Shall carry out various duties assigned by the CCFAA Liaison Chair in absence of the CCFAA Liaison Chair, shall accept the full duties of the CCFAA Liaison Chair at Steering Committee Meetings. Have at least one year of continuous sobriety

19. Graphics Chair:

Shall design and produce all printed SACYPAA material requiring graphics, must have a computer and printer. Must have the flyer printed and sent to the Outreach Chair one month prior to the 4th Saturday Speaker meeting and event in a timely manner deemed appropriate by the SACYPAA Steering Committee Members. Shall produce copies of all the SACYPAA flyers and distribute to all SACYPAA Steering Committee Members accordingly. Have at least nine months of continuous sobriety.

20. Co-Graphics Chair:

Shall carry out various duties assigned by the Graphics Chair in absence of the Chair, shall accept the full duties of the Graphics Chair at Steering Committee Meetings. Have at least six months of continuous sobriety.

21. H&I Chair:

Shall be the liaison between SACYPAA and H&I. Shall attend all H&I meetings and

report back all information to the SACYPAA Steering Committee Meeting. Have at least six months of continuous sobriety.

22. Co-H&I Chair:

Shall carry out various duties assigned by the H&I Chair in absence of the H&I Chair, shall accept the full duties of the H&I Chair at Steering Committee Meetings. Have at least six months of continuous sobriety.

23. Prayer Chair:

Reminds us of the spiritual element of our service work, has the ability to stop the SACYPAA Steering Committee Meeting at any time to conduct prayer or read spiritual material as needed. Have at least six months of continuous sobriety.

24. By-Laws Chair:

To maintain committee by-laws and is responsible for enforcing and maintaining these rules of procedure. Coordinate By-Law meetings as deemed appropriate. Provide copies of current By-Laws as requested by SACYPAA Steering Committee Member. Have an updated copy of the By-Laws on hand at all times at SACYPAA Steering Committee Meetings. Be able to provide information regarding our primary purpose. Have at least one year of continuous sobriety.

25. Co-By-Laws Chair:

Shall carry out various duties assigned by the By-Laws Chair in absence of the By-Laws Chair, shall accept the full duties of the By-Laws Chair. Have at least one year of continuous sobriety.

26. Programs Chair:

Arrange for A.A. meeting obligations. It is the responsibility of the Program Chair to find a 45 minute speaker for the 4th Saturday Speaker Meeting as well as readers, shall also be responsible for selecting speakers for all SACYPAA-related events and meetings. Maintain meeting formats and timeliness of meetings, fills SACYPAA Speaker Meeting secretary position, as defined by the A.A. World Service Manual. Have at least one year of continuous sobriety.

27. Co-Programs Chair

Shall carry out various duties assigned by the Programs Chair in absence of the Programs Chair, shall accept the full duties of the Programs Chair at Steering Committee Meetings. Have at least one years of continuous sobriety.

28. Webmaster

Shall have the responsibility to maintain the SACYPAA website, Myspace and any other approved social networking sites, shall insure all events, current Bylaws and other SACYPAA information is up to date. Have at least six months of continuous sobriety.

### 29. Literature Chair

Shall purchase and bring AA approved literature including pamphlets and schedules to the 4<sup>th</sup> Saturday Speaker Meeting and Event, as well as SACYPAA-related meetings and events as needed, shall be responsible for the buying and selling of the literature and overseeing the literature table. Shall create and maintain an updated Women's and Men's phone list. Shall create a newcomers packet and insure all newcomers receive a newcomer's packet. Have at least six months of continuous sobriety.

### 30. Greeter Chair

Shall be responsible to select male and female greeters to assist in greeting at all SACYPAA events and meetings, shall direct people to designated smoking areas. Have at least 90 days of continuous sobriety.

### 31. Beverage Chair

Shall purchase and maintain coffee, soda, water, etc. Shall arrive one hour before the 4th Saturday meeting to set up, shall bring all coffee supplies and beverages to all SACYPAA meetings and events. Shall be responsible to buy, sell and maintain the beverage station. Have at least six months of continuous sobriety.

## IV. ELECTIONS

- A. In the spirit of rotation, no officer shall serve more than two full consecutive terms in the same position.
- B. SACYPAA elections shall be conducted using the 3<sup>rd</sup> legacy election guidelines found in the AA Service Manual for all Chair positions. Co-Chair positions may be elected via majority vote if a motion is passed.

## V. PROCEDURES

- A. ACYPAA shall follow the 12 Traditions and the 12 Concepts for World Service.
- B. All SACYPAA financial transactions shall be made through its bank accounts.
- C. SACYPAA shall maintain a post office box for all correspondence. The Treasurer shall make sure that all the rent is paid on the post office box. All correspondence shall be collected by the Secretary and/or Chair.
- D. The post office box, bank accounts and SACYPAA material should not be used for anything other than SACYPAA business.
- E. Any amendments, deletions, or additions to the By-Laws at the By-Laws sub committee meetings shall be made in a 2 step process:
  - 1. The change shall be submitted in writing and copies distributed at the Bylaws meeting; the change will be discussed and evaluated.

2. The change will be voted on and must pass by a 2/3 majority of the voting body at the SACYPAA Steering Committee Meeting. If there is not 2/3 majority vote, the same process will be repeated.

## VI. MEETING PROCEDURES

### A. The Agenda for SACYPAA Steering Committee Meeting

1. Meeting Opening/Attendance
2. Approval of Minutes
3. 7th Traditions
4. Committee Reports
5. Old Business\*
6. New Business
7. Announcements from the floor
8. Closing Prayer

\*Open positions are to be recognized and filled after "Old Business."

### B. Minutes

- 1) Secretary is to prepare the previous meeting minutes, noting old business, attendance, motions, actions and other important items.
- 2) Copies of Minutes are to be distributed to every SACYPAA member at the beginning of all regularly scheduled business meetings and upon request from any A.A. member.
- 3) The minutes are to be read, corrected as needed, and approved.
- 4) It is the responsibility of the Chair to conduct the meeting in such a manner as to allow the Secretary to make the most accurate notes possible. The group will honor all requests for clarification from the Secretary.

### C. Reports

- 1) All committee chairs shall give a report to the steering committee at every regularly scheduled business meeting.
- 2) All reports should be provided in writing or e-mailed to the Secretary by the end of every regularly scheduled business meeting.

### D. Motions

- 1) Only elected SACYPAA Steering Committee Members can make procedural motions.
- 2) Motions be seconded, discussed, and voted upon. Automatically following vote, minority opinion is voiced. If one of the majority wishes to reconsider, a second vote must be

taken.

- 3) Motions may be withdrawn or amended by the member making the motion anytime prior to the vote, provided the member who seconded agrees.
- 4) In discussion of the motions, the member making the motion has the right to speak first and last on that motion. The Chair will always ask for further discussion before giving the floor to the member who made the motion to speak last.
- 5) If a second vote needs to be taken due to minority opinion, minority rights no longer apply.
- 6) If any vote does not show substantial unanimity, the chair has the right to entertain tabling the motion. If the motion is tabled it will be the priority in "Old Business" at the next regularly scheduled business meeting.

#### E. Rules of Discussion

##### 1) Listening

- A) Questions shall only be asked at the conclusion of any speaker's remarks.
- B) The only members who may interrupt a speaker is the Chair and Prayer Chair (see Prayer Chair duties). The Chair may only interrupt a speaker for these reasons:
  - speaking off the topic
  - speaking too long
  - repeating the previous points at length
- C) Any member may make procedural motions at any appropriate break in discussion.

##### 2) Talking

- A) Discussion will begin by the chair asking, "Is there any discussion?" The Chair will then call on members or guests having their hands raised. The Co-Chair will keep a list of all the people that raised their hands.
- B) At the conclusion of discussion the Chair will ask the Secretary to repeat the motion on the table and a vote will be taken.

#### F. Voting

- 1) Each present SACYPAA member has one vote. The Chair of SACYPAA can only vote to break ties. The Chair may not make motions. All officers must vote. Abstention voting is not permitted.
- 2) All decisions must be reached by a discussion with an informed group conscience and possible substantial unanimity. However, votes will only be accepted from the members of SACYPAA.

- 3) If the majority of the vote is substantially made up of non-elected members than the motion will be tabled until the next regularly scheduled business meeting.

## **VII. APPENDIX**

1. In the event of a unique condition not covered here, the Chair or any other member may suggest a method of proceeding, which shall be temporarily adopted (for the meeting only) upon acceptance by a majority of the members present.
2. The Chair of a meeting is responsible for observing, enforcing, and maintaining these rules of procedure. 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 disrupt the meeting, the Chair has a right to say, "Will you please come to order." If the discussion continues, the Chair should declare the meeting adjourned.
3. The 12 Steps, 12 Traditions and the 12 Concepts of World Service precede all procedures covered here. It is not the intention of SACYPAA to violate any of the AA **spiritual** principles.