

BYLAWS

**SACRAMENTO  
YOUNG PEOPLE  
IN  
ALCOHOLICS ANONYMOUS**

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

## **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 ensure 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.

## **II. MEMBERSHIP AND STRUCTURE OF COMMITTEE**

- A. Only admitted alcoholics may be members of SACYPAA and all alcoholics are eligible for membership. We define SACYPAA members as anyone who is elected to a committee position or anyone who has attended two consecutive business meetings.
- B. All elected officers shall serve one full committee term.
- C. Failure to attend two SACYPAA business 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 two 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, two consecutive times (regardless of 24 hour notice), is considered a resignation of committee position. 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.
- H. SACYPAA will maintain prudent reserve of \$600.
- I. An annual budget will be discussed at a SACYPAA business meeting within the first two months of reforming.

### III. DESCRIPTION OF DUTIES

The committee shall elect from its membership the following officers:

#### 1. Chair

*Sobriety Requirement: 3 years of continuous sobriety*

- Arrange for and announce the agenda of all SACYPAA business meetings
- Open and maintain SACYPAA business meetings in a reasonable fashion
- Conduct all business in accordance to the SACYPAA Bylaws
- Ensure that all duties and responsibilities are fulfilled by committee position holders
- Ensure that committee actions adhere to SACYPAA's Mission Statement, 12 Concepts of World Service, 12 Traditions, and 12 Steps of Alcoholics Anonymous
- Be one of three signatures on all bank accounts

#### 2. Co-Chair

*Sobriety Requirement: 3 years of continuous sobriety*

- Carry out various duties assigned by the Chair in absence of the Chair
- Maintain a speaker's list during committee discussion to keep track of the order of speakers and who has already spoken on the topic

#### 3. Treasurer

*Sobriety Requirement: 5 years of continuous sobriety*

- Keep accurate financial records of all SACYPAA transactions using approved spreadsheet
- Submit a financial statement at each SACYPAA business meeting
- Upon receiving receipts from committee members for expenditures, shall provide timely reimbursements
- Have all bank statements, deposits and checkbooks in his or her possession at the SACYPAA business meetings, in order to be prepared to make deposits and disbursements.
- Responsible for all Squares, including distributing them to committee members as deemed necessary and keeping track of all transactions (only elected committee members may use the Squares)
- Maintain all accounts, which are subject to inspection at any time
- Be one of three 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)

#### 4. Co-Treasurer

*Sobriety Requirement: 5 years of continuous sobriety*

- Carry out various duties assigned by the Treasurer
- Be one of the three 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)

## 5. Secretary

Sobriety *Suggestion*: 1 year of continuous sobriety

- Act as a custodian of all SACYPAA written materials
- Keep minutes of all SACYPAA business meetings
- Furnish information from our records to anyone who requests it
- Furnish minutes to the SACYPAA committee members
- Keep accurate and up-to-date information on SACYPAA committee members contact list (e.g. phone numbers and e-mail addresses) and provide to webmaster for maintaining membership of the SACYPAA Committee Members Only Facebook page

## 6. Co-Secretary

Sobriety *Suggestion*: 6 months of continuous sobriety

- Carry out various duties assigned by the Secretary in absence of the Secretary
- Must attend all sub-committee meetings and take meeting minutes (or appoint someone to do so if they are unable to attend)
- 

## 7. Facilities Chair

Sobriety *Requirement*: 1 year of continuous sobriety

- Responsible to maintain the relationship with the meeting/business meeting facility
- Responsible to work with Events Chair for set-up and clean-up of the facilities at SACYPAA events and meetings

## 8. Co-Facilities Chair

Sobriety *Requirement*: 1 year of continuous sobriety

- Carry out various duties assigned by the Facilities Chair in his/her absence

## 9. Events Chair

Sobriety *Suggestion*: 1 year of continuous sobriety

- Plan and coordinate all SACYPAA events deemed appropriate by the SACYPAA committee members
- Responsible for planning, finalizing, and providing information regarding the event to graphics, programs, and outreach by the first of the month preceding the event. (e.g. October's event needs to be finalized by September 1st)
- Responsible for storing and maintaining SACYPAA events' supply
- Responsible to work with Facilities Chair for set-up and clean-up of the facilities at SACYPAA events and meetings
- Submit any budgets exceeding event's pre-approved budget no later than two business meetings before the event

## 10. Co-Events Chair

Sobriety *Suggestion*: 1 year of continuous sobriety

- Carry out various duties assigned by the Events Chair, in absence of the Events Chair

## 11. Outreach Chair

Sobriety *Suggestion*: 1 year of continuous sobriety

- Outreach all SACYPAA functions within the Twelve Traditions of AA
- Distribute SACYPAA flyers accordingly
- Coordinate co-hosts for SACYPAA meetings/events
- Provide information regarding all upcoming young people events at SACYPAA committee meetings and via social media
- Must have reliable transportation and a valid California driver's license

## 12. Co-Outreach Chair

Sobriety *Suggestion*: 9 months of continuous sobriety

- Carry out various duties assigned by the Outreach Chair in absence of the Outreach Chair

## 13. PI/CPC Liaison

Sobriety *Suggestion*: 1 year of continuous sobriety

- Shall be the liaison between SACYPAA and PI/CPC
- Represent SACYPAA at the regularly scheduled monthly PI/CPC meetings as stated by PI/CPC
  - *Greater Sacramento PI/CPC meetings are held on the 2<sup>nd</sup> Friday of every month at 6pm (Faith Presbyterian Church, 625 Florin Road, Sac)*
- Report back to SACYPAA events and issues from PI/PCP meetings
- Obtain group conscience on issues when necessary to bring back to PI/CPC
- Participate in the Servicepalooza ad-hoc committee as described in item VIII

## 14. Co-PI/CPC Liaison

Sobriety *Suggestion*: 6 months of continuous sobriety

- Carry out various duties assigned by the PI/CPC liaison in absence of the PI/CPC Chair

## 15. Bid Package Chair

Sobriety *Suggestion*: 2 years of continuous sobriety

- Responsible for arranging the completion of the Bid Package to the will of SACYPAA

## 16. Co-Bid Package Chair

Sobriety *Suggestion*: 1 year of continuous sobriety

- Carry out various duties assigned by the Bid Package Chair in absence of the Bid Package Chair

## 17. General Service Representative

Sobriety *Requirement*: 2 years of continuous sobriety

- Shall be the liaison between SACYPAA and The General Service Structure and Area
- Attend monthly District and Area meetings, as well as 4 assemblies per year
  - *District 29 meetings are held on the last Monday of every month at 6:30pm (Northminister Presbyterian Church – 3235 Pope Avenue, Sac)*
  - *CNIA Area 07 meetings are held on the 3<sup>rd</sup> Saturday of every month at 10am*

*(East Yolo Fellowship – 1040 Soule Street, West Sacramento)*

- *The 4 assembly locations are decided a year in advance*
- Shall participate in the Servicepalooza ad-hoc committee as described in item VIII.
- This is a two year service requirement based on the General Service Representative Liaison rotation of service.

### **18. Alternate General Service Representative**

*Sobriety Requirement: 2 years of continuous sobriety*

- Carry out various duties assigned by the General Service Representative in absence of the General Service Representative

### **19. CCF Delegate**

*Sobriety Suggestion: 1 year of continuous sobriety*

- Shall be the liaison between SACYPAA and CCF
- Represent SACYPAA at the regularly scheduled monthly CCF meetings as stated by CCF
  - *CCF meets on the 3<sup>rd</sup> Saturday of every month at 3pm (2pm for new delegates) (Traditional Group – 2625 Alta Arden Expy, Sacramento)*
- Report back to SACYPAA events and issues from CCF meetings
- Obtain group conscience on issues when necessary to bring back to CCF
- Participate in the Servicepalooza ad-hoc committee as described in item VIII

### **20. Alternate CCF Delegate**

*Sobriety Suggestion: 1 year of continuous sobriety*

- Carry out various duties assigned by the CCF Delegate in absence of the CCF Delegate.

### **21. Graphics Chair**

*Sobriety Suggestion: 9 months of continuous sobriety*

- Design and produce all printed SACYPAA material requiring graphics
- Must have a computer and printer
- A digital file of the event flyer must be sent out to the committee no later than the date set by CCF, prior to the event (for example, the September flyer must be approved and submitted to the group by the first week of August, so that the graphics chair can get it to central office for the August mailings)
- Printed copies of the flyer must be provided to the committee for distribution at the preceding event (for example, September flyers will be at the August event)

### **22. Co-Graphics Chair**

*Sobriety Suggestion: 6 months of continuous sobriety*

- Carry out various duties assigned by the Graphics Chair in absence of the Graphics Chair

### **23. H&I Chair**

*Sobriety Suggestion: 6 months of continuous sobriety*

- Shall be the liaison between SACYPAA and H&I
- Attend all H&I meetings and report back all information to the SACYPAA business

meetings

- *NorCal H&I meetings are held on the 3<sup>rd</sup> Thursday of each month at 6pm (Denny's – 7900 College Town Drive, Sac)*
- Shall participate in the Servicepalooza ad-hoc committee as described in item VIII

#### **24. Co-H&I Chair**

Sobriety *Suggestion*: 6 months of continuous sobriety

- Carry out various duties assigned by the H&I Chair in absence of the H&I Chair

#### **25. Prayer/Unity Chair**

Sobriety *Suggestion*: 6 months of continuous sobriety

- Reminds the committee of the spiritual element of our service work
- Has the responsibility to stop the SACYPAA business meetings at any time to conduct prayer or read spiritual material as needed
- Facilitate at least 3 annual group events to promote unity amongst the members of SACYPAA

#### **26. Bylaws Chair**

Sobriety *Suggestion*: 1 year of continuous sobriety

- Maintain committee bylaws
- Has the responsibility to stop the SACYPAA business meetings at any time to enforce and maintain the rules of procedure
- Coordinate bylaws meetings annually and as deemed appropriate throughout the year
- Provide copies of current bylaws as requested by SACYPAA Committee members
- Have an updated copy of the bylaws on hand at all times at SACYPAA business meetings
- Be able to provide information regarding our primary purpose

#### **27. Co-Bylaws Chair**

Sobriety *Suggestion*: 1 year of continuous sobriety

- Carry out various duties assigned by the bylaws Chair in absence of the Bylaws Chair

#### **28. Programs Chair**

Sobriety *Suggestion*: 1 year of continuous sobriety

- Arrange for a 45 minute speaker and readers for the 4<sup>th</sup> Saturday speaker meeting and obtain permission to record and upload all speakers and readers
- Responsible for selecting speakers for all SACYPAA-related events and meetings
- Appoint a male and female sponsorship liaison for each speaker meeting
- Maintain meeting formats, timeliness of meetings, and fulfill SACYPAA meeting secretary position

#### **29. Co-Programs Chair**

Sobriety *Suggestion*: 1 year of continuous sobriety

- Carry out various duties assigned by the Programs Chair in absence of the Programs Chair



### **30. Webmaster**

Sobriety *Suggestion*: 6 months of continuous sobriety

- Maintain the SACYPAA website and any approved social network sites, keeping them in accordance with AA's 12 Steps and 12 Traditions
- Ensure all events, current bylaws, and other SACYPAA information is up to date on the SACYPAA website
- Be responsible for recording all SACYPAA monthly speakers and uploading recordings on the website
- Be solely responsible for maintaining membership of the SACYPAA Committee Members Only Facebook page

### **31. Literature Chair**

Sobriety *Suggestion*: 6 months of continuous sobriety

- Purchase from CCF 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
- Responsible for the buying and selling of the literature and overseeing the literature table
- Create and maintain an updated women's and men's phone list  
Create a newcomer's packet and ensure all newcomers receive one

### **32. Greeter Chair**

Sobriety *Suggestion*: 90 days of continuous sobriety

- Responsible to select male and female greeters to assist in greeting at all SACYPAA events and meetings
- Direct people to designated smoking areas

### **33. Beverage Chair**

Sobriety *Requirement*: 1 year of continuous sobriety

- Purchase and maintain coffee, soda, water, etc.
- Must arrive one hour before the 4<sup>th</sup> Saturday meeting to set up
- Bring all coffee supplies and beverages to SACYPAA meetings and events
- Responsible to buy, sell, and maintain the beverage station
- Take monthly inventory to include in monthly report

### **34. Co-Beverage Chair**

Sobriety *Suggestion*: 1 year of continuous sobriety

- Shall carry out various assigned duties by the Beverage Chair in absence of the Beverage Chair

### **35. Birthday Chair**

Sobriety *Requirement*: 1 year of continuous sobriety

- Purchases birthday chips from CCF and maintains inventory of birthday chips
- Assists Co-Birthday Chair in running birthday portion of speaker meeting per birthday script

### **36. Co-Birthday Chair**

Sobriety *Suggestion*: 90 days of continuous sobriety

- Run birthday portion of speaker meeting per birthday script
- Coordinate with literature chair to handout big book during sobriety countdown per birthday script

### **37. Communications Chair**

Sobriety *Suggestion*: 6 months of continuous sobriety

- Responsible for relaying information to all SACYPAA committee members about SACYPAA business meetings and events, subcommittee meetings, unity events, etc.
- Responsible for handling all internal committee communication through digital media (i.e. mass texts, Google Groups and Google Calendar, emails, posting to private Facebook groups, etc.)
- Must have a communication device (i.e. smartphone, tablet, computer, etc.) with Internet capabilities

### **38. Fellowshiping Chair**

Sobriety *Suggestion*: 6 months of continuous sobriety

- Responsible for coordinating an activity surrounding monthly speaker meeting/event to promote fellowshiping for all attendees
- Responsible for making an announcement during event/meeting to promote fellowshiping activity

## **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 are elected via majority written ballot vote.
- C. In the case of a chair running unopposed, it will be required to use 3<sup>rd</sup> legacy to be elected into the position. This is accomplished by running against x.
- D. In the case of a co-chair running unopposed, the individual will require a majority written ballot vote of members present to be elected into the position.
- E. Individuals are allowed to make themselves available for a position by-proxy. It is recommended that they provide a written statement of their qualifications or have a representative verbally state their qualifications.
- F. Individuals may hold more than one position. One position will be considered their primary position. All secondary and tertiary positions shall be relinquished in the event of an individual being available and elected to the position.

## **V. PROCEDURES**

SACYPAA shall follow the 12 Traditions and the 12 Concepts for World Service.

- A. 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.
- B. The post office box, bank accounts, and SACYPAA material should not be used for anything other than SACYPAA business.
- C. Any amendments, deletions, or additions to the bylaws at the bylaws sub committee meetings shall be made in a 2 step process per Robert's Rules:
  - The change shall be submitted in writing and copies distributed at the bylaws meeting; the proposed changes will be discussed and evaluated.
  - All changes submitted may be voted on as a whole OR only those changes approved with a 2/3 majority vote at the SACYPAA committee meeting. For all changes not approved, the same process will be repeated.
- D. SACYPAA will make contributions according to the following guidelines:
  - Contributions will be made quarterly after rent is paid.
  - Approved necessary expenses for the following month (event money, coffee, literature, etc.) will be kept in the account prior to contributions.
  - Any other money deemed necessary by the committee may be set aside per approved budgeted expenses.
- E. SACYPAA will distribute according to the following breakdown:
  - 40% - Intergroup (CCF)
  - 30% - GSO
  - 20% - District (23, 24, 25, 27, 29, and 54)
  - 10% - CNIA
- F. Only elected SACYPAA committee members are to handle money including electronic transactions.
- G. Any co-hosting opportunity must be presented to SACYPAA committee members for approval.
- H. A group inventory is to be held annually between May and August, and as needed throughout the year. The Chair will be responsible for coordinating a facilitator and selecting a date based on the committee's availability.

## VI. MEETING PROCEDURES

A. The Agenda for SACYPAA Committee Meeting

- Meeting Opening/Attendance
- Approval of Minutes
- Prayer and Unity
- 7th Tradition
- Committee Reports
- Old Business\*
- New Business
- Announcements from the floor
- 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 made available at the beginning of all regularly scheduled business meetings and upon request from any A.A. member.
- 3) The minutes are to be reviewed, 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. Prayer and Unity

- 1) Reading of the long form of the tradition corresponding with the month by the Prayer/Unity Chair (for example, the first tradition will be read in January)

D. Reports

- 1) All committee chairs shall give a report to the 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.

E. Motions

- 1) Only elected SACYPAA Committee Members can make motions.
- 2) Procedural motions (motions that consider questions of procedure and not

substantive proposals) do not entertain minority opinions.

- 3) Motions will 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.
- 4) Motions may be withdrawn or amended by the member making the motion any time prior to the vote, provided the member who seconded agrees.
- 5) 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.
- 6) If a second vote needs to be taken due to minority opinion, minority rights no longer apply.
- 7) 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.

#### F. 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?”
- 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.

#### G. 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.

- 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, then the motion will be tabled until the next regularly scheduled business meeting.
- 4) 2/3 of current members must be present for motions to be voted on at a business meeting.

## VII. ROTATING PROCEDURES

- A. A non-bid committee term is defined as a 12 month period.
- B. A bid committee follows the calendar of the conference it is bidding for. All elected positions remain the same until elections are held, within one month following the conference.

## VIII. APPENDIX

- A. In the event of a unique condition not covered her, 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.
- B. 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.
- C. 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 A.A. **spiritual** principles.
- D. SERVICEPALOOZA
  - 1) Planned by ad-hoc committee led by the GSR, including H&I Chair, CCF Delegate, and PI/CPC Liaison.
  - 2) To be held annually between September and November.
  - 3) To include panels from the following entities, but not limited to: General Service, Hospitals & Institutions, CCF, and PI/CPC

## VIV. CHANGE PAGE

- A. May 2015 changes: updated Talking procedures “a” and “b,” added co-PI/CPC position, added “Change Page”
- B. March 2017 changes: defined a member in (II)(A), removed May 2015 Talking procedure additions, added (VI)(C), changed co-beverages sobriety suggestion
- C. April 2017 changes: updated group inventory procedures and distribution method/approval process of meeting minutes
- D. May 2017 changes: changed prudent reserve, changed distribution breakdown, added birthday chair, co-birthday chair, communications chair, and fellowshipping chair positions