

BYLAWS

**SACRAMENTO
YOUNG PEOPLE
IN
ALCOHOLICS ANONYMOUS**

**REVISED
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Sacramento Young People In Alcoholics Anonymous BYLAWS

As of August 2, 2004

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.

II. MEMBERSHIP AND STRUCTURE OF COMMITTEE

- 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 (see Appendix for definition of "committee term").
- C. Failure to attend two consecutive SACYPAA Steering Committee meetings, without prior notice to the Chair, Co-Chair, or Secretary shall be considered a resignation of committee position.
- D. Any break in continuous sobriety is considered a resignation of committee position.

III. 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. Shall affix his or her name to all committee actions. Be one of three signatures on all bank accounts. Have at least three years of sobriety.

2. Co-Chair:

In absence of the Chair, shall accept the full duties of the Chair. Shall carry out various duties assigned by the Chair. Be one of three signatures on all bank accounts. Have at least five years of sobriety.

3. Treasurer:

Keep accurate financial records of all SACYPAA transactions. Submit a financial statement at each SACYPAA meeting. Have in his or her possession at the SACYPAA 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 three signatures on all bank accounts. Must have a job and a bank account. Have at least five years of continuous sobriety. Permanent home address.

4. Co-Treasurer:

In the absence of the Treasurer, shall accept the full duties of the Treasurer, shall carry out various duties assigned by the Treasurer, except for being a signer on bank accounts.

5. Secretary:

Acts as a custodian of all SACYPAA materials. Keep minutes of all SACYPAA 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 members. Furnish minutes to the SACYPAA members. Have at least one year of continuous sobriety.

6. Co-Secretary:

In the absence of the Secretary, shall accept the full duties of the Secretary and shall carry out various duties assigned by the Secretary.

7. Facilities Chair:

Will have the responsibility to enter into negotiations with facilities deemed appropriate by the SACYPAA committee. Expressly for the purpose of potential ICYPAA sites.

8. Co-Facilities Chair:

In the absence of the Facilities Chair, shall accept the full duties of the Facilities Chair and shall carry out various duties assigned by the Facilities Chair.

9. Events Chair:

Shall have the responsibility to find locations and arrange events deemed appropriate by the SACYPAA committee.

10.Co-Events Chair:

In the absence of the Events Chair, shall accept the full duties of the Events Chair and shall carry out various duties assigned by the Events Chair.

11.Outreach Chair:

Shall have the responsibility to outreach all SACYPAA functions within the Twelve Traditions of AA.

12.Co-Outreach Chair:

In the absence of the Outreach Chair, shall accept the full duties of the Outreach Chair and shall carry out various duties assigned by the Outreach Chair.

13.Bid Package Chair:

Shall have the responsibility to arrange the completion of the Bid Package to the will of SACYPAA.

14.Co-Bid Package Chair:

In the absence of the Bid Package Chair, shall accept the full duties of the Bid Package Chair and shall carry out various duties assigned by the Bid Package Chair.

15.Service Liaison:

Shall be the liaison between SACYPAA and the general and central service structures.

16.Co-Service Liaison:

In the absence of the Service Liaison, shall accept the full duties of the Service Liaison and shall carry out various duties assigned by the Service Liaison.

17.Graphics Chair:

Shall design and produce all printed SACYPAA material requiring graphics.

18.Co-Graphics Chair:

In the absence of the Graphics Chair, shall accept the full duties of the Graphics Chair and shall carry out various duties assigned by the Graphics Chair.

19.H&I Chair:

Shall be the liaison between SACYPAA and H&I.

20.Co-H&I Chair:

In the absence of the H&I Chair, shall accept the full duties of the H&I Chair and shall carry out various duties assigned by the H&I Chair.

21.Prayer Chair:

To remind us of the spiritual element of our service work.

22.By-Laws Chair:

To maintain committee by-laws and is responsible for enforcing and maintaining these rules of procedure.

23.Programs Chair:

To arrange for A.A. meeting obligations. This may include finding speakers, readers, and the like. Maintains meeting formats and timeliness of meetings. Fills secretary position, as defined by the A.A. World Service Manual, for meetings or finds someone to fulfill such a part.

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 election guidelines found in the AA Service Manual.

V. PROCEDURES

- A. SACYPAA 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 rents are paid on the post office box. All correspondence shall be collected by the Secretary.
- 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 shall be made in a 3 step process:
 - 1. The change shall be submitted in writing and copies distributed.
 - 2. The change will be discussed and evaluated.
 - 3. The change will be voted on and must pass by a 2/3 majority of the voting body.

VI. MEETING PROCEDURES

A. The Agenda

- 1) Regularly Scheduled Business Meetings
 - a) Agendas are to follow this order:
 - 1. Meeting Opening/Attendance
 - 2. Approval of Minutes
 - 3. 7th Tradition
 - 4. Committee Reports
 - 5. Old Business
 - 6. New Business

7. Announcements from the floor
8. Closing Prayer.

b) 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, 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 AA 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 to the secretary by the end of every regularly scheduled business meeting.

D. Motions

- a) Motions must 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.
- b) Motions may be withdrawn or amended by the member making the motion anytime prior to the vote, provided the member who seconded agrees.
- c) 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 whom made the motion to speak last.
- d) If a second vote needs to be taken due to minority opinion, minority rights no longer apply.
- e) 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 member who may interrupt a speaker is the Chair. The Chair may only interrupt a speaker for these reasons:
 1. Speaking off the topic.
 2. Speaking too long.
 3. Repeating the previous points at lengths.
 - 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 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

- A. 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.
- 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 AA spiritual principles.