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Peninsula Young People in Alcoholics Anonymous (PENYPAA)

BYLAWS

(Effective March 2007)

I. Preamble

Peninsula Young People in Alcoholics Anonymous (PENYPAA) shall observe the spirit of AA tradition, taking care that it never becomes the seat of perilous wealth or power; that sufficient operating funds and reserve be its prudent financial principal; that it place none of its members in a position of unqualified authority over others; that it reach all important decisions by discussion, vote, and, whenever possible, by substantial unanimity; that its actions never be personally punitive nor an incitement to public controversy; that it never perform acts of government, and that, like the Society it serves, it always remain democratic in thought and action.

II. Mission Statement

Peninsula Young People in Alcoholics Anonymous was formed in 1999 to carry the AA message to alcoholics who still suffer, regardless of age. We do this by uniting young people in the Peninsula area and beyond, and providing a forum for young people to become involved in AA service work. PENYPAA provides an opportunity for young AA's to come together and share their experience, strength, and hope as members of Alcoholics Anonymous. Our group's secondary purpose is organizing and presenting bids for YPAA conferences.

III. Membership of Committee

- A. PENYPAA is comprised of members of Alcoholics Anonymous who are elected to committee positions.
- B. All elected officers shall serve one full committee term.
- C. Failure to attend two consecutive PENYPAA business meetings or a total of four PENYPAA business meetings per term, without prior notice to the Chair or Co-Chair, shall be considered a resignation of committee position.
- D. Any break in continuous sobriety is considered a resignation of committee position.

IV. Committee Structure

- A. Regular Positions:
 - 1) Chair: Shall arrange for and announce the agenda for all PENYPAA meetings; open PENYPAA meetings and maintain reasonable order during meetings; recognize members entitled to the floor; state and put to a vote all motions properly made and seconded; announce the results of all votes; affix his or her signature to necessary committee actions; and be one of four signatures on the bank account, if and when it becomes necessary for PENYPAA to establish a bank account. Suggested two years of continuous sobriety.
 - 2) Co-Chair: Shall work closely with the Chair; assist the Chair during discussion by keeping track of those who wish to speak; and, in the event that any position is

unfilled, shall be responsible for fulfilling the duties of that position and/or find someone to do so. In the absence of the Chair, shall accept the duties of the Chair, including being a signer on the bank account, if and when it becomes necessary for PENYPAA to establish a bank account. Suggested two years of continuous sobriety.

- 3) Treasurer: Shall keep accurate financial records of all PENYPAA transactions; submit a written financial statement at each PENYPAA meeting; have in possession at the PENYPAA meetings all current bank statements, deposits, and checkbooks; be prepared to make deposits and disbursements as determined by the committee; and be one of four signatures on the bank account, if and when it becomes necessary for PENYPAA to establish a bank account. Suggested two years of continuous sobriety, a job, a bank account, and a home address.
- 4) Co- Treasurer: Shall work closely with the Treasurer; and is one of four signatures on the bank account, if and when it becomes necessary for PENYPAA to establish a bank account. In the absence of the Treasurer, shall accept the duties of the Treasurer. Suggested two years of continuous sobriety, a job, a bank account, and a home address.
- 5) Secretary: Shall take minutes of all PENYPAA meetings, documenting exact wording of all motions; furnish information from PENYPAA records upon request; provide the San Mateo County Central Office with current PENYPAA mailing address and a list of all members and their contact information; submit the previous meeting's minutes for the approval of the committee; have possession of the PO Box key and be responsible for checking it before each business meeting; answer PO Box and website correspondence promptly and in the spirit of PENYPAA, if and when PENYPAA establishes a PO Box and/or website. Suggested one year of continuous sobriety.
- 6) Co-Secretary: Shall work closely with the Secretary. In the absence of the Secretary, shall accept the duties of the Secretary. Suggested one year of continuous sobriety.
- 7) Events Chair: Shall find locations and arrange events that promote unity and recovery among young people in AA, regardless of age. All events shall include an AA meeting. Suggested one year of continuous sobriety.
- 8) Co-Events Chair: Shall work closely with the Events Chair. In the absence of the Events Chair, shall accept the duties of the Events Chair. Suggested one year of continuous sobriety.
- 9) Outreach Chair: Shall coordinate the outreach of all PENYPAA functions to meetings on the Peninsula and surrounding areas, central offices, treatment facilities, and other YPAA groups.
- 10) Co-Outreach Chair: Shall work closely with the Outreach Chair. In the absence of the Outreach Chair, shall accept the duties of the Outreach Chair.

- 11) Fellowship Chair: Shall organize fellowship and promote unity among PENYPAA members and their guests outside of committee meetings and events that involve fund raising.
- 12) Co-Fellowship Chair: Shall work closely with the Fellowship Chair. In the absence of the Fellowship Chair, shall accept the duties of the Fellowship Chair.
- 13) Traveling Meeting Chair: Shall coordinate the weekly Traveling Meeting, including choosing the meeting to attend and sending out announcements to the PENYPAA mailing list.
- 14) Bonfire Meeting Chair: Shall coordinate and/or delegate responsibilities for the monthly Bonfire Meeting, including finding a speaker, obtaining any necessary permits, collecting wood, and bringing coffee.
- 15) Service Liaison: Shall be the liaison between PENYPAA and the General Service Office, Central Office, and Hospitals & Institutions. This is a two-year commitment.
- 16) Co-Service Liaison: Shall work closely with the Service Liaison. In the absence of the Service Liaison, shall accept the duties of the Service Liaison.
- 17) H&I Chair: Shall coordinate panelists and facilitate H&I panels approved by the PENYPAA group conscious.
- 18) Co-H&I Chair: Shall work closely with the H&I Chair. In the absence of the H&I Chair, shall accept the duties of the H&I Chair.
- 19) Graphics Chair: Shall design and produce printed or web-based PENYPAA materials that require graphics, including, but not limited to event flyers.
- 20) Co-Graphics Chair: Shall work closely with the Graphics Chair. In the absence of the Graphics Chair, shall accept the full duties of the Graphics Chair.
- 21) Prayer Chair: Shall remind PENYPAA members of the spiritual element of our service work.
- 22) Website Liaison Chair/Webmaster: Shall be the liaison between PENYPAA and the current Webmaster, and/or be responsible for the design and upkeep of the PENYPAA website.
- 23) Website Liaison Co-Chair: Shall work closely with the Website Liaison Chair/Webmaster. In the absence of the Chair, shall accept duties of the Website Liaison Chair/Webmaster.
- 24) Bylaws Chair: Shall be responsible for knowing procedures and aiding in efficient conduct of participants during business meetings in accordance with the PENYPAA Bylaws; organize sub-committee meetings when Bylaw amendments are requested by any PENYPAA member; and have a copy of the current Bylaws at every PENYPAA business meeting.

- 25) Co-Bylaws Chair: Shall work closely with the Bylaws Chair and attend sub-committee meetings. In the absence of the Bylaws Chair, shall accept the duties of the Bylaws Chair.
- 26) Programs Chair: Shall fulfill A.A. meeting obligations at PENYPAA events, which may include finding speakers, readers, etc.; maintain meeting formats and timeliness; fulfils meeting Secretary position at meetings, as defined by the A.A. World Service Manual, or finds someone else to do so.
- 27) Archives Chair: Shall collect and preserve all flyers, meeting minutes and any other documentation having to do with PENYPAA business and events.

B. Conference Bid Positions:

- 1) Bid Package Chair: Shall coordinate the completion, production, and transportation of YPAA conference bid packages in accordance with the group conscious and conference bidding requirements.
- 2) Co-Bid Package Chair: Shall work closely with the Bid Package Chair. In the absence of the Bid Package Chair, shall accept the duties of the Bid Package Chair.
- 3) Facilities Chair: During conference bid package preparation, shall obtain commitments from at least two appropriate facilities large enough to accommodate the entire conference, while representing PENYPAA in a professional and responsible manor.
- 4) Co- Facilities Chair: Shall work closely with the Facilities Chair. In the absence of the Facilities Chair, shall accept the duties of the Facilities.

V. Annual Elections

- A. Annual elections for PENYPAA committee positions shall be conducted during the first regularly scheduled business meeting following the ACYPAA conference.
- B. No officer shall serve more than two full consecutive terms in the same position.
- C. PENYPAA committee position elections shall be conducted using the Third Legacy Procedure as outlined in the AA Service Manual.

VI. General Procedures

- A. PENYPAA shall follow the 12 Traditions and the 12 Concepts for World Service.
- B. PENYPAA members shall not take any actions individually or collectively without the consent of PENYPAA.
- C. Funds spent in the spirit of PENYPAA for PENYPAA events and co-hosted events shall be reimbursed to committee members.

- D. All PENYPAA financial transactions shall be made through its bank account, if and when it becomes necessary for PENYPAA to establish a bank account.
- E. PENYPAA shall use formal letterhead for all written correspondence, if and when it becomes necessary for PENYPAA to adopt the use of formal letterhead.
- F. PENYPAA PO Box:
 - 1) PENYPAA shall maintain a PO Box for all mailed correspondence if and when it becomes necessary to do so. The Treasurer shall make sure the rent for the PO Box is paid. All correspondence arriving at the PO Box shall be collected by the Secretary.
 - 2) The PO Box shall not be used for anything other than PENYPAA business.
- G. PENYPAA bank account, letterhead and/or other materials, PO Box, and website shall not be used for anything other than PENYPAA business.
- H. Any amendments, deletions, or additions to the Bylaws shall be made in a two-meeting process:
 - 1) First meeting: The change shall be submitted in writing, copies distributed and changes discussed.
 - 2) Second meeting: The changes shall be discussed further and voted on. Changes must pass with a majority vote when two-thirds of the members are present.
- I. In case of an emergency when a vote cannot be called, the Chair has the right of decision in the spirit of PENYPAA and the AA Service Manual.

VII. Meeting Procedures

A. Agenda

- 1) Agendas shall follow this format:
 - a. Meeting Opening/Attendance
 - b. Approval of Minutes
 - c. 7th Tradition
 - d. Committee Reports
 - e. Old Business
 - f. Open positions recognized and filled
 - g. New Business
 - h. Announcements from the floor
 - i. Closing Prayer
- 2) The Chair, any PENYPAA member, or any guest may suggest handling any part of the agenda out of order, set by the Chair, but must be approved by a majority vote.

B. Minutes

- 1) The Secretary shall prepare minutes for each meeting, noting old business, motions, actions and other important items.
- 2) Copies of minutes are to be made available to every PENYPAA member at each meeting and upon request from any AA member.
- 3) Minutes are to be read, corrected as needed, and approved by majority vote. Minority rights do not apply to this procedure.
- 4) The Chair shall 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 reports shall be concise and well prepared.
- 2) All reports shall be provided in writing to the Secretary by the end of every regularly scheduled business meeting.
- 3) The only member who may interrupt a speaker is the Chair. The Chair may only interrupt a speaker for these reasons:
 - a. Speaking off the topic.
 - b. Speaking too long.
 - c. Repeating the previous points at length.
- 4) No motions may be made during reports, and any questions during shall be for clarification only.

D. Motions

- 1) Making a Motion
 - a. Any member, except the Chair, may make a motion by stating, "I make a motion."
 - b. Amendments must be seconded.
 - c. Motions may be withdrawn by the member making the motion anytime prior to the vote. The person seconding the motion must also withdraw the motion.
 - d. Motions may be amended by the member making the motion anytime prior to being seconded and prior to the vote.
- 2) Procedural Motions
 - a. Motion to Close Discussion
 - i. Must be seconded and passed by a majority vote.
 - b. Motion to Table an Item
 - i. Must be seconded and passed by a majority vote after discussion has taken place.
 - ii. Discussion is limited to once per member.
 - iii. An item that is tabled automatically becomes Old Business on the agenda.

- c. Motion to Adjourn
 - i. Must be seconded and passed by a majority vote.

E. Discussion of Motions

- 1) Questions shall only be asked at the conclusion of a speaker's remarks.
- 2) The only member who may interrupt a speaker is the Chair, except when a question of procedure arises. The Chair may only interrupt a speaker for these reasons:
 - a. Speaking off the topic.
 - b. Speaking too long.
 - c. Repeating the previous points at length.
- 3) Any member may make a procedural motion at any appropriate break in discussion.
- 4) Discussion shall follow this procedure:
 - a. The Chair will open discussion by asking, "Is there any discussion?"
 - b. The member making the motion has the right to speak first and last on that motion.
 - c. The Chair will call on members or guests who raise their hands to speak.
 - d. The Chair will always ask for further discussion before giving the floor back to the member who made the motion.
 - e. If at any time the Chair decides the discussion has escalated beyond his/her ability to keep track of raised hands, the Co-Chair will keep a list of all the people wishing to speak and follow the list until the Chair can keep track again.
- 5) All discussion shall be concise, courteous and dignified.
- 6) After discussion of the motion the Chair shall ask the Secretary to repeat the motion on the table and a vote will be taken.

F. Voting

- 1) PENYPAA committee members are allowed to vote on motions and each PENYPAA member has one vote only.
- 2) The Chair of PENYPAA can only vote to break ties.
- 3) Voting is done by a show of hands except during Third Legacy Procedure.
- 4) Voting in new members, and motions to amend, delete or add to the Bylaws require a vote of $2/3$ of the members present to pass. All other motions may be passed by majority vote.
- 5) All decisions shall be reached through discussion based on an informed group conscience and, whenever possible, substantial unanimity.

- 6) Automatically following a vote, minority opinions can be voiced. If one of the majority wishes to reconsider his or her position after minority opinions have been voiced, a second vote must be taken.

G. Discussion of Non-Motions

- 1) Questions shall only be asked at the conclusion of any speaker's remarks.
- 2) The only member who may interrupt a speaker is the Chair except when a question of procedure arises. The Chair may only interrupt a speaker for these reasons:
 - a. Speaking off the topic.
 - b. Speaking too long.
 - c. Repeating the previous points at length.
- 3) Discussion shall follow this procedure:
 - a. The Chair will open discussion by asking, "Is there any discussion?"
 - b. The Chair will call on members or guests who raise their hands to speak.
 - a. If at any time the Chair decides the discussion has escalated beyond his/her ability to keep track of raised hands, the Co-Chair will keep a list of all the people wishing to speak and follow the list until the Chair can keep track again.
- 4) All discussion shall be concise, courteous and dignified.

VIII. Appendix

The Chair of a meeting is responsible for observing, enforcing and maintaining these rules of procedure. Should a participant persist in holding the floor without adhering to 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?" If the discussion continues, the Chair should declare the meeting adjourned.

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 that particular meeting only) upon acceptance by a vote of 2/3 of the members present.

The 12 Steps, 12 Traditions and the 12 Concepts of World Service precede all procedures covered here.