

SOUTHERN PENINSULA YOUNG PEOPLE IN AA (SOPYPAA)
BYLAWS

I. Preamble

Southern Peninsula Young People In AA (SOPYPAA) 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

SOPYPAA is a service committee whose purpose is to unify young people in AA, and outreach the message of Alcoholics Anonymous to all young people in northern Santa Clara and southern San Mateo Counties including the communities of Menlo Park, Palo Alto, East Palo Alto, Stanford University, Mountain View, Los Altos, Los Altos Hills, Sunnyvale, Portola Valley.

We accomplish this by sponsoring young people's meetings and events in our area of service. We also work in cooperation with other area YPAAs to bid for conferences and co-host larger events. Finally, we provide informational outreach to other local institutions and organizations including college campuses, and recovery centers.

The only requirement for membership is the desire to stop drinking; we do not turn anyone away who desires to be of service. Any new member interested in being of service to the committee will be given a position. If no positions are currently available one will be created and added to the Bylaws at the subsequent meeting.

III. Membership of Committee

A. SOPYPAA 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 SOPYPAA business meetings without prior notice to the Chair or Co-Chair shall be considered a resignation of committee position. Failure to attend four business meetings with or without notice will result in a committee review of position. Commitment will be resigned if 2/3 group conscious is in agreement.

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 SOPYPAA meetings; Open SOPYPAA 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 three signatures on the bank account. Shall be responsible for mentoring the co-officer to perform the responsibilities of the office of chair. 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. Suggested 18 months of continuous sobriety.

3) **TREASURER**: Shall keep accurate financial records of all SOPYPAA transactions; submit a written financial statement at each SOPYPAA meeting; have in possession at the SOPYPAA meetings all current bank statements, deposits, and checkbooks; be prepared to make deposits and disbursements as determined by the committee; and be one of three signatures on the bank account. Shall be responsible for mentoring the co-officer to perform the responsibilities of the office of chair. Suggested two years of continuous sobriety, a job, a bank account, and a home address.

4) **CO-TREASURER**: In the absence of treasurer, shall except the full duties of the treasurer, shall carry out the various duties assigned by the treasurer, except for being a signer on bank accounts. Have at least six months of continuous sobriety.

5) **SECRETARY**: Shall take minutes of all SOPYPAA meetings, documenting exact wording of all motions; furnish information from SOPYPAA records upon request; provide the San Mateo County Central Office with current SOPYPAA mailing address secretary must provide a list for 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 correspondence promptly and in the spirit of SOPYPAA. Secretary will be responsible for encouraging enrollment into SOPYPAA's contact list by announcing the possibility of enrollment at meetings. Have at least six months of continuous sobriety.

6) **EVENTS CHAIR**: Conducts events planning meetings, is responsible to find locations and arrange events deemed appropriate by the SOPYPAA committee, and provides speakers for AA meeting at our events. Create an Events sub-committee to conduct such efforts. Shall have their contact information on all SOPYPAA fliers. Shall submit all pertinent information for an event to graphics and co-graphics officers 7 weeks prior. Have at least 1 year of continuous sobriety.

7) **CO-EVENTS CHAIR**: In the absence of the Events Chair, shall accept the full duties of the Events Chair and carry out various duties assigned by the Events Chair. Conduct AA meetings at our events. This may include finding readers, greeters and 7th tradition collection helpers. Keeps meeting format binder and ensures that meetings are conducted in a timely manner. There is no sobriety requirement for the position.

8) **SFYPAA OUTREACH CHAIR**: SFYPAA outreach chair will be responsible for outreaching SOPYPAA events and business from San Francisco to Sonoma within the twelve traditions and attend the SFYPAA Business Meeting so as to keep SOPYPAA informed about SFYPAA events and happenings. Create an Outreach Sub Committee to conduct such outreach efforts. Ensure SOPYPAA events and flyers are announced and posted to the ACYPAA One-List in a timely

manner and repeat the announcement once a week within the month prior to the event. Have at least 6 months of continuous sobriety.

9) **SFY PAA CO OUTREACH CHAIR:** SFY PAA CO outreach chair will be responsible for assisting the chair in outreaching SOPYPAA events and business from San Francisco to Sonoma within the twelve traditions and attend the SFY PAA Business Meeting so as to keep SOPYPAA informed about SFY PAA events and happenings. Create an Outreach Sub Committee to conduct such outreach efforts. Ensure SOPYPAA events and flyers are announced and posted to the ACYPAA One-List in a timely manner and repeat the announcement once a week within the month prior to the event. Have at least 6 months of continuous sobriety.

10) **SCCYPAA OUTREACH CHAIR:** SCCYPAA outreach chair will be responsible for outreaching SOPYPAA events and business from (Santa Clara county) within the twelve traditions and attend the SCCYPAA Business Meeting so as to keep SOPYPAA informed about SCCYPAA events and happenings. Create an Outreach Sub Committee to conduct such outreach efforts. Ensure SOPYPAA events and flyers are announced and posted to the ACYPAA One-List in a timely manner and repeat the announcement once a week within the month prior to the event. Have at least 6 months of continuous sobriety.

11) **SCCYPAA CO OUTREACH CHAIR:** SCCYPAA CO outreach chair will be responsible for assisting the chair in outreaching SOPYPAA events and business from (Santa Clara county) within the twelve traditions and attend the SCCYPAA Business Meeting so as to keep SOPYPAA informed about SCCYPAA events and happenings. Create an Outreach Sub Committee to conduct such outreach efforts. Ensure SOPYPAA events and flyers are announced and posted to the ACYPAA One-List in a timely manner and repeat the announcement once a week within the month prior to the event. Have at least 6 months of continuous sobriety.

12) **EBYPAA OUTREACH CHAIR:** EBYPAA outreach chair will be responsible for outreaching SOPYPAA events and business from (East Bay to Sacramento) within the twelve traditions and attend the EBYPAA Business Meeting so as to keep SOPYPAA informed about EBYPAA events and happenings. Create an Outreach Sub Committee to conduct such outreach efforts. Ensure SOPYPAA events and flyers are announced and posted to the ACYPAA One-List in a timely manner and repeat the announcement once a week within the month prior to the event. Have at least 6 months of continuous sobriety.

13) **EBYPAA CO OUTREACH CHAIR:** EBYPAA CO outreach chair will be responsible for assisting the chair with outreaching SOPYPAA events and business from (East Bay to Sacramento) within the twelve traditions and attend the EBYPAA Business Meeting so as to keep SOPYPAA informed about EBYPAA events and happenings. Create an Outreach Sub Committee to conduct such outreach efforts. Ensure SOPYPAA events and flyers are announced and posted to the ACYPAA One-List in a timely manner and repeat the announcement once a week within the month prior to the event. Have at least 6 months of continuous sobriety.

14) **PENYPAA OUTREACH CHAIR:** PENYPAA outreach chair will be responsible for outreaching SOPYPAA events and business from (PENYPAA region) within the twelve traditions and attend the PENYPAA Business Meeting so as to keep SOPYPAA informed about PENYPAA events and happenings. Create an Outreach Sub Committee to conduct such outreach efforts. Ensure SOPYPAA events and flyers are announced and posted to the ACYPAA One-List in a timely manner and repeat the announcement once a week within the month prior to the event. Have at least 6 months of continuous sobriety.

15) **PENYPAA CO OUTREACH CHAIR:** PENYPAA CO outreach chair will be responsible for assisting the chair in outreaching SOPYPAA events and business from (PENYPAA region) within the twelve traditions and attend the PENYPAA Business Meeting so as to keep SOPYPAA informed about PENYPAA events and happenings. Create an Outreach Sub Committee to conduct such outreach efforts. Ensure SOPYPAA events and flyers are announced and posted to the ACYPAA One-List in a timely manner and repeat the announcement once a week within the month prior to the event. Have at least 6 months of continuous sobriety.

16) **NORTHERN INREACH CHAIR:** Is responsible for inreaching all SOPYPAA events and business in Palo Alto, East Palo Alto, Mountain View, Stanford and Menlo Park within the Twelve Traditions of AA. Northern inreach chair can create an In-Reach Sub-Committee to conduct such inreach efforts.

17) **NORTHERN CO INREACH CHAIR:** Is responsible for assisting the chair in inreaching all SOPYPAA events and business in Palo Alto, East Palo Alto, Mountain View, Stanford and Menlo Park within the Twelve Traditions of AA. Northern inreach chair can create an In-Reach Sub-Committee to conduct such inreach efforts.

18) **SOUTHERN INREACH CHAIR:** Is responsible for inreaching all SOPYPAA events and business in Los Altos and Sunnyvale within the Twelve Traditions of AA. Southern inreach chair can create an In-Reach Sub-Committee to conduct such inreach efforts.

19) **SOUTHERN CO INREACH CHAIR:** Is responsible for assisting the chair in inreaching all SOPYPAA events and business in Los Altos and Sunnyvale within the Twelve Traditions of AA. Southern inreach chair can create an In-Reach Sub-Committee to conduct such inreach efforts.

20) **HOSPITALITY CHAIR:** Shall organize fellowship and promote unity among SOPYPAA members and their guests outside of committee meetings and events that involve fund raising. Is responsible for maintaining supplies related to our events: i.e. all dining supplies, cleaning supplies, refreshments, and decoration supplies. Maintains inventory of such supplies at all times and records drink sales for each event. Have at least 6 months of continuous sobriety.

21) **CO-HOSPITALITY CHAIR:** In the absence of the Hospitality Chair, shall accept the full duties of the Hospitality Chair and carry out various duties assigned by the Hospitality Chair. Shall work closely with the Hospitality Chair. Have at least 90 days of continuous sobriety.

22) **Santa Clara County North GSR Liaison:** Shall be the liaison between SOPYPAA and the general service district 04 (north county), attend the GSR monthly meeting to announce our events and business. To inform SOPYPAA members of GSR business. There is no sobriety requirement for this position.

23) **Santa Clara County Intergroup Liaison:** Shall be the liaison between SOPYPAA and local Intergroup/Central Office, attend the monthly Intergroup meeting, and report to SOPYPAA. To inform SOPYPAA members of Intergroup business. There is no sobriety requirement for this position.

24) **Santa Clara County PI/CPC Liaison:** Shall be the liaison between SOPYPAA and the local PI/CPC committee; attend the PI/CPC workshop in the beginning of their term, attend the monthly PI/CPC committee meeting and report to SOPYPAA. To inform SOPYPAA members of PI/CPC business. There is no sobriety requirement for this position.

25) **Santa Clara County H & I Chair:** Shall be the liaison between SOPYPAA and H & I, attend monthly H & I meetings and report to SOPYPAA. To inform SOPYPAA members of H & I business. There is a 6 month sobriety requirement for this position.

26) **San Mateo County GSR Liaison:** Shall be the liaison between SOPYPAA and the general service district 04 (north county), attend the GSR monthly meeting to announce our events and

business. To inform SOPYPAA members of GSR business. There is no sobriety requirement for this position.

27) **San Mateo County Intergroup Liaison:** Shall be the liaison between SOPYPAA and local Intergroup/Central Office, attend the monthly Intergroup meeting, and report to SOPYPAA. To inform SOPYPAA members of Intergroup business. There is no sobriety requirement for this position.

28) **San Mateo County PI/CPC Liaison:** Shall be the liaison between SOPYPAA and the local PI/CPC committee; attend the PI/CPC workshop in the beginning of their term, attend the monthly PI/CPC committee meeting and report to SOPYPAA. To inform SOPYPAA members of PI/CPC business. There is no sobriety requirement for this position.

29) **San Mateo County H & I Chair:** Shall be the liaison between SOPYPAA and H & I, attend monthly H & I meetings and report to SOPYPAA. To inform SOPYPAA members of H & I business. There is a 6 month sobriety requirement for this position.

30) **GRAPHICS CHAIR:** Shall design and produce all printed SOPYPAA material requiring graphics. (Flyers, business cards, etc.). Ensure SCCYPAA fliers are uploaded to the ACYPAA One-list forward the file to the webmaster. Graphic chair is responsible for having the flier completed 1 month prior to date of event. Have at least 1 year of continuous sobriety.

31) **GRAPHICS CO-CHAIR:** In the absence of the Graphic Chair, shall accept the full duties of the Graphics Chair and shall carry out various duties assigned by the Graphics Chair. Shall be responsible for approving all SOPYPAA printed material that requires graphics (Flyers, business cards, etc.). Shall also be responsible for emailing a soft copy of the completed flier to all INREACH and OUTREACH officers, the CHAIR, CO-CHAIR, and the WEBMASTER within 24 hours of completion. Have at least 60 days of continuous sobriety.

32) **PRAYER CHAIR:** Shall remind SOPYPAA members of the spiritual element of our service work.

33) **WEBMASTER:** Shall be responsible for the creation and maintenance of SOPYPAA's website including the posting of event fliers and all other approved SOPYPAA printed material. Shall collect and preserve all fliers meeting minutes and all other documentation pertaining to SOPYPAA business and events.

34) **BYLAWS CHAIR:** Shall be responsible for knowing procedures and aiding in efficient conduct of participants during business meetings in accordance with the SOPYPAA Bylaws; organize sub-committee meetings when Bylaw amendments are requested by any SOPYPAA member; and have a copy of the current Bylaws at every SOPYPAA business meeting.

35) **MIDNIGHT TRAVELING MTG COORDINATOR:** Shall be responsible for coordinating a monthly midnight traveling meeting on the first Saturday of every month. Responsibilities

include choosing a meeting and working in collaboration with inreach and transportation chair to conduct such efforts.

36) **TRANSPORTATION COORDINATOR:** Shall be responsible for maintaining a database of members who are willing to offer transportation to alcoholics in the southern peninsula region. Shall coordinate with such members to ensure transportation to events and meetings either inside or outside of the southern peninsula region. Can create a sub-committee to conduct such efforts.

37) **ARCHIVES CHAIR:** Shall be responsible for archiving and presenting all SOPYPAA memorabilia including flyers, graphics and pictures within the twelve traditions of AA.

38) **SPANISH LIAISON COORDINATOR:** Shall be responsible for outreaching SOPYPAA events and business to the Spanish speaking community within the Southern Peninsula region and create any sub-committees to conduct such efforts.

39) **MEMBERS AT LARGE:** Is a member of SOPYPAA who supports functions of SOPYPAA

B. BID PACKAGE POSITIONS:

Additional Bid Package and Conference positions shall be identified and filled as needed.

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) **HOTELS CHAIR:** During conference bid package preparation, shall obtain commitments from at least two appropriate facilities large enough to accommodate the entire conference, while representing SOPYPAA in a professional and responsible manor.

4) **CO-HOTELS 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 SOPYPAA 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. Chair officer shall serve no more than one consecutive term.

C. SOPYPAA committee position elections shall be conducted using the Third Legacy Procedure as outlined in the AA Service Manual.

VI. General Procedures

A SOPYPAA shall follow the 12 Traditions and the 12 Concepts for World Service.

B. SOPYPAA members shall not take any actions individually or collectively without the consent of SOPYPAA.

C. Funds spent in the spirit of SOPYPAA for SOPYPAA events and co-hosted events shall be reimbursed to committee members.

D. All SOPYPAA financial transactions shall be made through its bank account.

E. SOPYPAA shall use formal letterhead for all written correspondence.

F. SOPYPAA PO Box:

1) SOPYPAA shall maintain a PO Box for all mailed correspondence. 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 SOPYPAA business.

G. SOPYPAA bank account, letterhead and/or other materials, PO Box, and website shall not be used for anything other than SOPYPAA 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 at least 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 SOPYPAA 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 SOPYPAA 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 SOPYPAA member at each 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) SOPYPAA committee members are allowed to vote on motions and each SOPYPAA member has one vote only.
- 2) The Chair of SOPYPAA 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.

c. 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.