

Minnesota Young People in Alcoholics Anonymous (MNYPAA)

Advisory Council Bylaws (Created 9/20/2011, Revised 4/6/2018, 5/8/2021)

**Mission Statement:**

*Minnesota Young People in Alcoholics Anonymous (MNYPAA) has but one primary purpose- to carry its message to the alcoholic that still suffers. When anyone, anywhere reaches out for help, we want the hand of Alcoholics Anonymous always to be there; and for that: we are responsible.*

*MNYPAA provides visible evidence that large numbers of young people are achieving a lasting and comfortable sobriety in Alcoholics Anonymous. The Three Legacies of A.A.– Recovery, Unity, and Service– are the backbone of MNYPAA, just as they are throughout A.A. We unify young or young at heart, people in Minnesota by practicing the principles of A.A. through meetings, events, and outreach.*

*Newcomers are shown by people their own age, using A.A. principles in their daily lives and getting involved in A.A. service can have a significant impact on a lasting and comfortable sobriety. As the Big Book of Alcoholics Anonymous states, “We are people who normally would not mix. But there exists among us a fellowship, a friendliness, and an understanding which is indescribably wonderful.” MNYPAA shows all people that this is the case.*

**Preamble:**

*We, the members of the Minnesota Young People in Alcoholics Anonymous have adopted A.A.’s primary purpose: to stay sober and help other alcoholics to achieve sobriety. MNYPAA is an A.A. conference, comprised of A.A. members directly responsible to the young alcoholics of Minnesota. All alcoholics, regardless of age are, welcome to participate. The MNYPAA Host Committee’s practical goals are derived from A.A.’s Three Legacies. We strive to:*

- 1. Support young alcoholics in their recovery through the Twelve Steps of Alcoholics Anonymous.*
- 2. Promote Unity among alcoholics of all ages.*
- 3. Encourage young members of A.A. to participate in A.A.’s General Service*

*Structure.*

**I. Advisory Council Definition**

A. The MNYPAA Advisory Council is a rotating service body comprised of past Host Committee Members of the Minnesota State Conference of Young People in Alcoholics Anonymous (MNYPAA).

B. The Advisory Council is the custodian of the Conference. It is both Legal Guardian and Spiritual Servant of MNYPAA, directly responsible to all members of Alcoholics Anonymous who wish to participate in MNYPAA.

## **II. Purpose**

A. The Advisory Council's purposes include but are not limited to:

1. To practice the A.A. Twelve Steps, Twelve Traditions and Twelve Concepts of World Service.
2. To carry the message of Alcoholics Anonymous throughout Minnesota via the annual MNYPAA Conference.
3. To provide guidance to the current Host Committee and all Bid Committees wishing to bid for the MNYPAA Conference.
4. Custodial oversight of MNYPAA and veto power over the Host Committee.
5. Make available to any A.A. member; who requests it, information regarding MNYPAA and Young People in A.A.
6. Select future Conference sites from Bids offered at each year's Conference.
7. Uphold its fiduciary responsibilities.
8. Practice transparency in all its affairs.
9. Make regular contact with the General Service Office and both Area 35 and Area 36 of Minnesota.
10. Maintain the history of MNYPAA through its Archives.

## **III. Structure/Membership**

A. Organizational Structure

1. The work of MNYPAA will be carried out primarily by an elected Host Committee and the MNYPAA Advisory Council.
2. The MNYPAA Advisory Council reserves the right to veto any decision made by the Host Committee. This should only be utilized in circumstances when a Host Committee's decision violates A.A. Traditions or Concepts. This may also be utilized in financial decisions as described in VII.B.1.iii.

B. Advisory Council Membership

## 1. General Membership

- i. Three new Advisory Council Members and three numbered Alternate Advisory Council Members will be selected by the outgoing Host Committee, using the Third Legacy Voting Procedure outlined in the current A.A. Service Manual.
- ii. Those elected as Advisory Council Members shall serve as voting members at the first Council meeting following the Conference. Alternate Advisory Members will not be voting members.
- iii. Each elected Advisory Council Member shall serve for a term of four subsequent MNYPAA Conferences.
- iv. No member of the Advisory Council shall serve as a voting member of a MNYPAA Host Committee.

## 2. Attendance

- i. Advisory Council Members are expected to attend all Advisory Council meetings and MNYPAA Conferences.
- ii. Advisory Council Members that miss two consecutive business meetings will be considered a resignation from the Advisory Council without prior notice.

## 3. MYPAA Conference Attendance

- i. Advisory Council Members are expected to attend all MNYPAA Conferences during their term.
- ii. Advisory Council Members must attend the following Advisory Council duties during the MNYPAA conference this may change via a majority vote to reflect the Conference at the time:
  1. Friday Night Bid Packet Discussion meeting
  2. Saturday Morning Bid Presentations
  3. Site Selection Meeting
  4. All Bid Committee De-briefing sessions
  5. The "How to Bid" Panel

## 4. Vacancies

- i. Vacant Advisory Council seats caused by resignation, absence or dismissal may be temporarily or permanently filled by an Alternate Advisory Member from the conference year represented by the vacancy.
- ii. The vacancies will be filled by an Alternate Advisory Member from that Conference year in the order in which they were elected.
- iii. The Alternate Advisory Member will serve the remainder of the vacated seat's term on the Advisory Council.

iv. If there are no remaining Alternate Advisory Members from the Conference year represented by the vacancy, the longest serving alternate is selected to fill the vacancy.

A. Contingency: If this results in under-representation from a certain geographical area of the state, the Advisory Council may choose to appoint an Alternate Advisory Member from the geographical area (by third legacy voting) represented by the vacancy rather than appointing the longest- serving Alternate Advisory Member.

## 5. Resignations

i. Failure to attend two consecutive Advisory Council meetings without prior notice shall be considered a voluntary resignation.

ii. Failure to maintain continuous sobriety will be considered a resignation.

iii. The Advisory Council reserves the right to reinstate a member that has resigned due to any of the above reasons by a 2/3 vote. If the resignation is due to a break in continuous sobriety they must have at least 90 days sober to be considered.

iv. The Advisory Council reserves the right to remove, by 2/3 majority vote, an Advisory Council Member for conduct in violation of the purpose of MNYPAA, as stated in the Mission Statement and Preamble.

v. The Advisory Council reserves the right to remove, by 2/3 majority vote, an Advisory Council Member for conduct in violation of the 501(c)(3) status of MNYPAA.

## C. Advisory Council Positions

1. There shall be an Operating Committee within the Advisory Council consisting of officer positions. The officer positions are the Chairperson, Co-Chair, Secretary and Treasurer. This Operating Committee will serve as the MNYPAA 501c3's Board of Directors and meet all requirements as such.

2. The Council shall use the Third Legacy Voting Procedure outlined in the current A.A. Service Manual to elect its Operating Committee.

3. All officers, once elected, will serve for two years in that position.

i. An officer may, so long as they are within their 4 year term as an Advisory Council Member, be selected for additional operating committee terms.

## D. Operating Committee (Officer) Positions:

### **i. Chairperson**

- a. Plan, announce the agenda and chair all Advisory Council meetings.
- b. Maintains and updates the MNYPAA charter with the state of Minnesota annually to reflect the current Chair, Co-Chair, Treasurer and Secretary.
- c. Will act as liaison between MNYPAA, the General Service Office, Area 35, Area 36 and Minnesota Intergroups to have a current list of the Advisory Council Members, including addresses.
- d. Confirm any MNYPAA commitment is assigned to a member of the Advisory Council with the ability to plan and execute said commitment.
- e. Maintain the Advisory Council's email address [mnyppaaadvisory@gmail.com](mailto:mnyppaaadvisory@gmail.com), for all correspondence, answer all correspondence or direct it to the appropriate person promptly, and furnish copies of all correspondence to Advisory Council Members when requested.
- f. Be a signatory on all facility contracts and bank accounts including Host Committee accounts.
- g. Will update the MNYPAA address with WellsFargo annually.
- h. Work jointly with the Advisory Council Treasurer to maintain a working list of all financial obligations and ensure that all are being met.
- i. Maintain a working relationship between Host Committees and the Advisory Council to ensure that the best interests of MNYPAA are being served.
- j. Be responsible to support all members in the completion of their duties.

### **ii. Co-Chairperson**

- a. Shall accept all of the duties of the Chairperson in their absence.
- b. Keep completely informed on all MNYPAA matters.
- c. Be one of three signatures on all Advisory Council bank accounts.
- d. Be responsible for the negotiation of the hotel contract for the current MNYPAA Conference year while working with the Host Committee
- e. Participates on individual subcommittees

### **iii. Treasurer**

- a. Create an annual Advisory Council budget
- b. Keep detailed financial records of all Advisory Council business and make the current year's financial records, bank statements, account ledgers, check books and correspondence available at Advisory Council meetings.
- c. Give financial reports at Advisory Council meetings summarizing all income and expenditures.
- d. Provide a detailed transaction report and balance sheet of the Advisory Council's accounts to each member of the Advisory Council 30 days prior to each Conference and 90 days after each Conference.
- e. Be a signatory on all Advisory Council bank accounts.

- f. Work with the treasurer of the Host Committee to provide a final transaction report for each conference and as soon as is practical or 30 days after each conference have a final profit report.
- g. Shall immediately inform the Advisory Council of any inconsistency in the accounts or records.
- h. Ensures that all accounts are connected to the current treasure in name and social security number.

#### **iv. Co-Treasurer**

- a. Shall accept the full duties of the Treasurer in their absence.
- b. Shall accept the full duties of the Host Committee Treasurer in their absence until the position is filled by a Host Committee Member.
- c. Be a signer on all Advisory Council bank accounts.
- d. Support treasurer in all duties.
- e. Work with the Host Committee Treasurer to insure the proper maintenance of financial records.
- f. Work with The Host Committee Treasurer to create Annual Conference Budget.
- g. Research, present for selection and obtain insurance policy for the MNYPPAA Conference.

#### **v. Secretary**

- a. Keep minutes of all Advisory Council meetings; maintain and make available at Advisory Council meetings notebooks of all prior Advisory Council meeting minutes; furnish minutes of the Advisory Council meetings to all Advisory Council Members within 30 days of the meetings.
- b. Maintain and organize the Advisory Council's Google Drive
- c. Furnish letterhead for official Advisory Council communications.
- d. Be responsible for the revision and printing of all Advisory Council documents and literature including the Bylaws; Facts, Aims and Purposes; Bidding Requirements; Bid Committee Information Packets; Host Committee Responsibilities; Host Committee Information Packets; Advisory Council Contact Sheets; Conference Recommendations and Suggestions. These items should all contain accurate revision dates and be made freely available to anyone.

#### **E. Additional Committee Positions (Non-Officer)**

1. Positions on the Advisory Council will also be elected using the Third Legacy Voting Procedure and will serve two year terms and are defined as follows:

##### **i. Webmaster**

- a. Maintain and manage MNYPPAA's website using the General Service Conference guidelines.
- b. Update website in a timely manner with all flyers, minutes, etc. They are responsible for all digital archives (must retain all

website materials from past and present years) and back-ups of data.

c. Ensures that the Advisory Council Contact Information is updated on the MNYPAA website as necessary and that only the current Advisory Council Members have their information posted.

d. Ensures that all website postings protect the anonymity of A.A. and MNYPAA members.

## **ii. Archivist**

a. Collects and preserves archival material such as MNYPAA books, programs, t- shirts and other merchandise, programs, flyers, etc. of MNYPAA Advisory Council and Host Committees.

b. Arranges for dry, safe, and secure storage of archival material and shipping when necessary.

c. Prepares budget for the care and transportation of all archival material.

d. Keeps inventory of the archival material in a document to be shared and passed on to Advisory Council Members and the incoming Archivist.

e. Is responsible for arranging the display space at MNYPAA Conferences and events.

f. Creates displays of archives; complies with conservation standards when creating displays (e.g., does not use adhesives and laminates that will damage material, makes certain material will not be damaged by light, temperature, or human contact, etc.).

g. Collects historic information from local A.A. to be added to MNYPAA's history.

h. Gathers information on the latest suggestions from the General Service Office on archival practices and implements them as needed.

## **ii. Bid Committee Chair:**

a. Source new Bids through outreach in both underdeveloped and developed regions

b. Be able to explain the Bid process with a step by step understanding of the Bid Packet

c. Foster existing Bids by attending bid committee business meetings

d. Be the point person to current Bid Committees by being available to answer questions that might arise through the bidding process.

e. Distribute the MNYPAA Bid Information Packet to prospective Bid Committees at the Conference and throughout the year.

**v. Co-Bid Committee Chair**

- a. Assumes all responsibilities of Bid Committee Chair in their absence.
- b. Work with the Bid Committee Chair to divide their responsibilities to different Bid Committees.

**vi. Bylaws Chair**

- a. Responsible for creating the MNYPAA Advisory Council Bylaws with input and direction from the Advisory Council as a whole.
- b. Once created, is responsible for upholding the Bylaws, and informing the Advisory Council if proper procedures and requirements for the committee are being met.
- c. Responsible for updating and creating addendums to, and supplemental policies and procedures to the Bylaws of the MNYPAA Advisory Council as needed.
- d. Responsible for ensuring that we are acting in accordance with the Twelve Steps, Twelve Traditions and Twelve Concepts of World Service.

**IV. Advisory Council Meetings / Place, Quorum & Voting**

- A. The Chairperson shall call for and arrange a meeting place and agenda for all Advisory Council meetings.
- B. A quorum shall consist of fifty percent plus one of the Advisory Council Members; a quorum must be present in order for the Advisory Council to conduct business.
- C. Motions and resolutions shall require a simple majority vote of voting members.
- D. All General Advisory members, except the Chairperson, shall have one vote on all matters. The Chairperson will only have a vote in order to break a tie on a motion or resolution, except where the Bylaws have indicated a  $\frac{2}{3}$  majority is necessary.
- E. The Advisory Council may meet by conference call, either telephone or internet, and consider it a legitimate business meeting, providing that a quorum is met.

**V. Conference Site Selection**

- A. The selection of the new Host Committee and Conference Site will take place during a closed meeting of the Advisory Council following the Bid Presentations.



B. The Advisory Council and its Members shall have the sole authority in choosing the Conference Site, by Third Legacy Voting Procedure as outlined in A.A. Service Manual.

C. An opening statement will be read outlining both the format of the meeting and procedure for keeping order.

D. Conference Site Selection shall follow the procedure explained in the "Site Selection Addendum." The "Site Selection Addendum" may be amended by a 2/3 majority vote to reflect the selection preferences of the current Advisory Council.

E. Once the Bid has been chosen, Advisory Council Members and the Bid Committee Chair should make every effort to work with the other committees to commit to bidding again at the next Conference.

F. In the event that no bid is presented the Advisory Council will discuss options including but not limited to:

1. An emergency meeting of the Advisory Council shall be called at the Conference, inviting all past and present Advisory Council Members to discuss suspending the Conference, postponing the Bid Session or forming a Host Committee from the Advisory Council itself.

2. Postponing the bid session for 30 days and request for token bids at the conference for any interested committees to prepare and bid at that time.

3. With every other option exhausted, the Advisory Council shall take responsibility for forming and maintaining a Host Committee including its own Advisory Council Members to host the Conference.

4. Above all else, it is the primary responsibility of the Advisory Council to ensure the health and sustainability of the Conference.

5. At such time that the Advisory Council hosts the Conference, we will determine an appropriate Conference Site by discussion and majority vote.

## **VI. Host Committee Elections**

A. The MNY PAA Advisory Council will facilitate the newly established Host Committee's Elections on the date of their choosing.

B. It is the Advisory Council's responsibility to inform the new Host Committee how to run the elections using the Third Legacy Voting Procedure as outlined the A.A. Service Manual.

C. The Advisory Council Members in attendance will not be eligible to vote for Host Committee Members.

## **VII. Fiduciary Responsibilities**

#### A. Tax Exemption 501c3 Status

1. Minnesota Young People in Alcoholics Anonymous is a fully recognized 501c3 Non-Profit Organization.
2. The work of the corporation shall be carried out by and through the Host Committee, the Advisory Council, and its Board of Directors which comprises the Advisory Council Operating Committee.
3. It is suggested that all members of MNYPAA conduct themselves within the Twelve Steps, Twelve Traditions, and Twelve Concepts of Alcoholics Anonymous.
4. Annual filing submission and responsibilities
  - i. The Advisory Council Treasurer is responsible for filing the annual tax return required for all 501c3 Non-Profit Organizations. This form is titled: IRS Form 990 or 990EZ.

#### B. Articles of Incorporation

- i. See Appendix 1 for the official organizing document.

#### C. Insurance Policy

1. MNYPAA Advisory Council should always try to obtain the most comprehensive and reasonably priced insurance policy possible for the annual Conference.
2. The type and cost of insurance shall be determined by a majority vote of the Advisory Council, and shall be in accordance with 501c3 guidelines.

#### D. Prudent Reserve

1. The MNYPAA Advisory Council will keep a Prudent Reserve of \$7,500.00, separate from Operating Expenses.
2. This amount is established based on the estimated costs of sufficiently organizing and conducting the annual Conference.
3. In the event a Host Committee cannot follow through with executing the conference or there are other extenuating circumstances this money may be used if approved by a 2/3 majority vote of the Advisory Council.

#### E. Operating Expenses

1. The MNYPAA Advisory Council will keep \$2,000.00 for Operating Expenses.
2. Operating Expenses held by the Advisory Council will be used to conduct business such as to throw events throughout the year, to promote unity, carry the message, reimburse members for expenses incurred and other miscellaneous costs that arise and are approved by the Advisory Council.

#### F. Seed Money

1. The Advisory Council shall disperse seed money in the amount of \$750.00 to the newly selected Host Committee once said Host Committee is established.
2. At the end of each Conference year, the Host Committee will return said seed money along with all funds, after expenses, received from the Conference.

#### G. Member Reimbursement for Expenses Incurred

1. Advisory Council Members will be reimbursed for reasonable long distance travel expenses, telephone charges, postage, and copying expenses in the performance of their position.
2. To receive reimbursement, the member will submit a request to the Advisory Council Treasurer no later than the last day of the current year's Conference.
3. The Advisory Council may or may not review and reimburse an Advisory Council Member who, without prior authorization, incurs expenses in the performance of their position.
4. Advisory Council Members will only be reimbursed if there are adequate funds available in the Advisory Council Budget.

#### H. Close Out Disbursements

1. At the end of each Conference year the Advisory Council Treasurer will work with the current Host Committee to resolve any and all financial interests with outside parties.
2. If there is outstanding debt incurred by the Host Committee, a plan will be agreed upon between the outgoing Host Committee and the Advisory Council as to how to resolve said debt moving forward.
3. The Advisory Council Treasurer is responsible to secure the balance of funds brought in from the Conference, after expenses, on behalf of the Advisory Council and MNYPAA as a whole within 30 days of the close of the conference.
4. A complete Financial Report will be obtained by the Treasurer from the Host Committee, no later than 30 days after the Conference ends.
5. The Conference year will end once the Financial Report is submitted and approved by the Advisory Council.

#### I. Contributions to A.A. Service Entities

1. At the end of the conference year, all profits beyond Operating Expenses, and the Prudent Reserve shall be divided and distributed to the A.A. Service Entities.

2. The division of funds to be distributed to the A.A. Service Entities will be determined by a 2/3 majority vote following discussion of the Advisory Council.

## **VIII. Non-Discrimination and Anti-Harassment Policy**

All persons attending any and all MNYPAA related activities, including, but not limited to, Advisory Council meetings, Host Committee meetings, Bid Committee meetings, Host Committee events, and Bid Committee events agree to abide by MNYPAA's Non-Discrimination and Anti-Harassment (NDAH) Policy. In order to safeguard the long-term longevity of the MNYPAA Conference, it is essential that the MNYPAA Advisory Council uphold a safe and welcoming environment through the adherence and enforcement of the NDAH Policy.

### **A. NDAH Policy**

1. All members of the Advisory Council, the Host Committee, all Bid Committees, and general MNYPAA attendees shall adhere to the NDAH Policy.
2. The Advisory Council shall keep the NDAH Policy up to date and readily available for all members of the Advisory Council, the Host Committee, all Bid Committees, and all general MNYPAA attendees to access.
3. Any Advisory Council member, Host Committee member, Bid Committee member, or general MNYPAA attendee may be asked by the Advisory Council to no longer participate in or attend any Advisory Council meetings, Host Committee meetings, Bid Committee meetings, Host Committee events, or Bid Committee events if they are found to be in violation of the NDAH Policy.

### **B. Safety Card**

1. The Advisory Council shall keep the Safety Card up to date and readily available for all members of the Advisory Council, the Host Committee, all Bid Committees, and all general MNYPAA attendees to access.
2. The Safety Card is for use by anyone and for any MNYPAA related activities, including, but not limited to, Advisory Council meetings, Host Committee meetings, Bid Committee meetings, Host Committee events, and Bid Committee events.

## **IX. Bylaws Review and Changes**

- A. A 2/3 majority vote of the Advisory Council members is required to change the Bylaws. Proposed Bylaws changes must be submitted to the entire Advisory Council before a vote can be held to change the Bylaws.

## **VIII. MNYPAA Host/Conference Committee**

## A. Definition of Host Committee

1. The MNYPAA Host Committee is a group of A.A. members who, having been awarded the Bid through Advisory Council selection at the annual MNYPAA Conference, establish a Host Committee structure responsible for following the Twelve Step, Twelve Traditions and Twelve Concepts of A.A., upholding the MNYPAA bylaws, the hotel planning, programming, preparation, and outreach of the annual Conference for the upcoming year.
2. The Host Committee will begin their Conference year the day of their Host Committee Elections and it will remain the Host Committee until their Financial Report is submitted and approved by the Advisory Council after the annual Conference.

## B. Host Committee Financial Autonomy

1. It is the intent of the MNYPAA Advisory Council to maintain the spirit of trusted service by allowing the Host Committee to maintain their own ledger, and allocate their own funds as they see appropriate, provided they agree upon the following:
  - i. The Host Committee will submit a proposed budget to the Advisory Council no later than six months prior to the first day of the annual Conference or 30 days after the hotel contract is signed, whichever comes first, host committee will submit a final budget no later than 90 days prior to the first day of the annual Conference.
  - ii. The Host Committee agrees to allow total transparency in their financial records including bank statements, meeting minutes, and any accounting pertaining to the revenue and expense action of the Host Committee.
  - iii. The Host Committee agrees that any and all transactions that incur debt, and are not outright paid for either in advance or at the time of the transaction, are to be submitted to the Advisory Council for approval.
    - a. The Host Committee is required to obtain two forms of approval, either by signature or electronic mail documented response, from the current MNYPAA Advisory Council Co Chair and Advisory Council Treasurer before entering into such an agreement.

## C. Cooperation with the Advisory Council

1. If the Host Committee requests assistance, the Advisory Council shall stand ready to assist in any way necessary. The long-term success of the Conference shall always be the primary concern of the Advisory Council.

2. The Advisory Council's position is that of Custodial Oversight. Therefore it does reserve the right of veto power over any Host Committee action; this is legally necessary and right in principle.
3. The annual site contract (Hotel Contract) will require the signature of both the designated Host Committee representative (Usually the Hotel Chairperson) and one of the Advisory Council's Officers (Chair, Co-Chair, Treasurer or Secretary) to be binding.

#### D. Advisory Member Selection

1. Each Host Committee shall select three Advisory Council Members and three numbered Alternate Advisory Members, to serve on the Advisory Council at the end of the Conference year using the Third Legacy Voting Procedure as outlined in the A.A. Service Manual.
2. Members of the Host Committee who are currently serving as Alternate Advisory Council Members for a previous Conference year may not stand for Advisory Council Member elections.
3. Those elected to the Advisory Council must have served on the Host Committee continuously for six months prior to the date of the Council election.
4. A service background including at least 1 year of continuous sobriety are recommended.
5. Those selected will serve as Advisory Council Members and will serve for four conferences following the conference on which they served as a Host Committee Member.
6. New Advisory Council Members' term will begin at the first meeting of the Advisory Council in the new Conference year

#### E. Archive Retention after Conference

1. All materials produced by the Host Committee shall be forwarded on to the Advisory Council's Archivist after the close of the Conference.

#### F. The MNY PAA Open

1. The Host Committee shall plan, outreach and facilitate the MNY PAA Open no later than 30 days prior to the Conference.
2. The MNY PAA Open shall offer pre-registrations for the Conference.
3. A representative from the Host Committee shall host the Open and provide the attendees with updated information on the Conference and brief overview of MNY PAA as a whole.

### **IX. MNY PAA Bid Committee**

#### A. Definition

1. Bid Committees are essential to the continued success of the MNY PAA Conference; and, while they are not subject to Custodial Oversight by the

MNYPAA Advisory Council, Bid Committees do agree to follow all policies and guidelines set forth in the MNYPAA Bylaws.

2. A MNYPAA Bid Committee is a committee of at least three members of Alcoholics Anonymous under the age of 40, and who have at least one year of continuous sobriety. The rest of the Bid Committee can be any age and have varying lengths of sobriety.

3. The Bid Committee must notify the Advisory Council Chair 30 days prior to the first day of the Conference of their Host Committee's intent to bid for the Conference.

4. The Bid Committee must meet all of the Bid Requirements to be considered for Conference Site Selection by the Advisory Council at the Conference.

#### B. Bid Committee Requirements

1. We strongly encourage members of all ages to participate; however, we do ask that each Bid Committee have at least three members who have one or more years of sobriety. Provide a complete list of Bid Committee Members with contact information and position.

2. Bid cities must have commitments from at least two hotels including dates showing availability of speaking rooms in the hotels, and proof that the hotels require no commitment as to the number of people attending. Provide copies of the Hotel Contracts.

3. Supply a list of any large-scale A.A. or other recovery related events that are scheduled near the proposed Conference dates. This is done in the spirit of cooperation and in an effort to demonstrate our due diligence of avoiding conflicts with other events.

4. Bid Cities must provide two statements of support from the A.A. Area Chairperson, District Chairperson or the Intergroup Secretary.

5. Bid Cities will be required to provide financial records from all Bid Committee activities, demonstrating financial autonomy and responsibility within the spirit of the A.A. Twelve Traditions.

6. Bid Cities must notify the Advisory Council Chair 30 days prior to the first day of the Conference with their intent to bid.

7. Bid Cities must present their Bid to the Advisory Council at the Saturday morning Bid Session in 30 minutes or less.

8. Bid Committees must provide a concise, written statement illustrating the need for this conference in their area.

9. Bid Cities must have available a temporary pre-registration flyer. Do not include the dates or hotel info.

10. Bid Committees must send an electronic copy of their Bid to the Advisory Council Chair at [mnykaaadvisory@gmail.com](mailto:mnykaaadvisory@gmail.com) 14 days prior to the first day of the Conference.

11. Bid Cities are to provide two complete copies of the above stated bid requirements to the Advisory Council Chair after the Friday night speaker of the Conference. All Bids will be considered.

12. Prospective Bid Committees must read, understand and be prepared to agree with the requirements as written in the Host Committee Responsibilities.