

**ILLINOIS STATE CONFERENCE  
OF  
YOUNG PEOPLE IN A.A.**



**ADVISORY COUNCIL BY-LAWS AND CONTACT  
INFORMATION PACKET**

Revised April 2019

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## **ADVISORY COUNCIL BY-LAWS**

### **I. NAME AND PURPOSE**

1. The name of this organization shall be the Advisory Council of the Illinois State Conference of Young People in Alcoholics Anonymous (hereinafter referred to as either the "ISCYPAA Advisory Council" or the "Council").
2. The Council has formed in order to establish a rotating body of past Host Committee members of the Illinois State Conference of Young People in Alcoholics Anonymous (either hereinafter referred to as "ISCYPAA" or the "Conference") in order to assist future conference committees. The Council is a service body, which is directly responsible to all members of Alcoholics Anonymous who wish to participate in ISCYPAA. The Council shall make itself available to the current Host Committee and all Bid Committees to answer any questions and to provide assistance.
3. In all its proceedings, the ISCYPAA Advisory Council shall observe the spirit of Alcoholics Anonymous' 12 Traditions and 12 Concepts of Service, taking great care that the Conference never becomes the seat of perilous wealth or power; that sufficient operating funds, plus an ample reserve, be its prudent financial principle; that none of the Council members shall ever be placed in a position of unqualified authority of any other Council member; that all important decisions be reached by discussion, vote, and, whenever possible, by substantial unanimity; that no Council action ever be personally punitive or an incitement to public controversy; that though the Council may act for the service of ISCYPAA, it shall never perform any acts of government; and that, like the society of Alcoholics Anonymous which it serves, the Council itself shall always remain democratic in thought and action<sup>1</sup>.

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<sup>1</sup> Adapted from the A.A. Service Manual, which was adopted by the General Service Conference on April 26, 1962

## **II. COMMITTEE ORGANIZATION**

The Council shall use the “Third Legacy Voting Procedures” found in the Service Manual issued by the General Service Office of Alcoholics Anonymous. Upon election to the Council, all members shall serve one year as a Trusted Servant prior to being elected to any other position. All positions on the Council shall have a term of 2 years. *There should be fifteen Council Members*, which includes three individuals from the previous five Host Committees. Since it may be difficult to fulfill this number at any given time, having fifteen members is not required, but it is strongly recommended.

### **1. EXECUTIVE COMMITTEE**

The Advisory Council shall elect from its membership an executive committee consisting of, but not limited to, a Chairperson, Co-Chairperson, Treasurer, and Secretary. They shall act on the direction of the Council and shall not take any action individually or collectively without the prior consent of the Council. Members of the Executive Committee must be current Council members.

#### **i. CHAIRPERSON**

He or she shall arrange and announce the agenda for each Council meeting, open Council meetings and maintain reasonable order throughout the entire meeting, recognize members who are called to the floor, and state and put to vote all motions properly made and seconded and announce the results of all votes. He or she shall not be entitled to a vote except in cases requiring a tiebreaker. The Chairperson shall affix his or her signature to all Council action. He or she shall also serve as one of three signatures on all Council bank accounts. As a member of the Executive Committee, he or she may also sign the hotel contract along with the Hotel Chairperson of the Host Committee.

#### **ii. CO-CHAIRPERSON**

In the absence of the Chairperson, shall fulfill all the normal duties of the Chairperson. The Co-Chairperson shall also carry out any additional duties assigned by the Council. He or she shall act as the liaison between the Council and the General Service Office and will provide information to the CASO, SIA, and NIA committees. The Co-Chairperson shall be one of three signatures on all Council bank accounts. As a member of the Executive Committee, he or she may also sign the hotel contract along with the Hotel Chairperson of the Host Committee.

#### **iii. TREASURER**

The Treasurer shall remain employed throughout their entire two-year term as such. The Treasurer shall keep accurate financial records of all the Council’s transactions and give complete financial reports at all Council meetings. He or she shall have all financial statements, bank statements, deposit receipts, and checkbook balances in possession at all Council meetings; shall be prepared to make deposits and disbursements at these times as well. The Treasurer shall maintain all accounts, which are subject to inspection by any Council member at any time. He or she shall be one of three signatures on all Council bank accounts. As a member of the Executive Committee, he or she may also sign the hotel contract along with the Hotel Chairperson of the Host Committee.

iv. **SECRETARY**

The Secretary shall act as custodian of all Council materials and shall furnish information to anyone requesting it. He or she shall keep accurate minutes of all Council meetings and have these in their possession at all Council meetings. They shall also answer all correspondence in a timely manner and to the will of the Council. As a member of the Executive Committee, he or she may also sign the hotel contract along with the Hotel Chairperson of the Host Committee.

2. **COUNCIL MEMBERS**

i. **WEBMASTER CHAIRPERSON**

The Webmaster shall maintain and manage ISCYPAA's website using the General Service Conference guidelines. He or she shall update website in a timely manner with all fliers, minutes, etc. He or she is responsible for all digital archives (must retain all website materials from past and present years) and back-ups of data. The Webmaster ensures that personal contact information is updated as necessary and that only the current members have their information posted.

ii. **ARCHIVIST**

The Archivist is responsible for adequately storing and maintaining all ISCYPAA archived materials; needs to develop and email digital archives to the Webmaster. He or she shall transport all archived materials to and from the yearly conference and shall obtain new materials from Host and Bid Committees at the close of the conference (i.e. t-shirts, bid packets, mugs, etc). He or she is also responsible for the ISCYPAA banner.

iii. **HOTEL CONTRACT**

- The purpose of the Hotel Contract Advisor will be to assist the Host Committee in negotiation of the conference's hotel contract, and to assist and educate the bids with their hotel contracts and negotiations
- The Hotel Contract Advisor will be the representative voice of ISCYPAA advisory to the host committee and its selected hotel
- The Hotel Contract Advisor will provide assistance and guidance to the Host Committee hotel chair in hotel selection and contract negotiation, and is expected to build a working relationship with both the Host hotel chair and the hotel representatives
- Once the Host committee has chosen a hotel and successfully negotiated a contract with the assistance of the Hotel Contract Advisor, the Hotel Contract Advisor will present the contract to the Advisory Committee for vote, a successful vote being a simple majority. This vote will grant the Hotel Contract Advisor the authority to sign the hotel contract with the representative from the Host Committee. This will limit the number of people the Hotel deals with in the hotel negotiations to the Hotel Chair and the Hotel Contract Advisor for the sake of consistency and clarity.
- This Advisor will also provide bids with advice and assistance in securing their hotel contracts, as well as education about contract negotiating process & acceptable terms.

iv. **OUTREACH**

Shall be responsible for spreading the word of ISCYPAA throughout Illinois, our surrounding states, and further. There is much personal travel with this position but one person is not expected to attend all functions. The Outreach chair is responsible for coordinating and delegating with the Host, Bid, and Advisory Committee Members to be sure that ISCYPAA is represented at all Area Assemblies, District Meetings, and Conferences throughout Illinois and surrounding states.

v. **TRUSTED SERVANTS**

All other Council members who do not hold a specific position shall hold the title of "Trusted Servant". These members shall fulfill any duties assigned by the Council.

vi. **ALTERNATES**

Each Host Committee shall elect two alternates from their committee. These individuals will become Council members upon the resignation of any member from that Host Committee and will then complete the term for that member. In the event that an Alternate needs to fill a vacant position, the Council shall elect that Alternate Member with a two-thirds majority vote.

**III. COMMITTEE MEMBER ELIGIBILITY AND GUIDELINES**

1. **ELECTION GUIDELINES**

- i. Each Host Committee shall elect three of their members to serve on the Advisory Council and two additional members who shall serve as alternates (it may become necessary to elect more, but never less, than three regular members, as this number depends upon whether or not every other Council member fully completed his or her term).
- ii. Elections shall not be held later than one week prior to the actual conference.
- iii. Elections shall be held using the "Third Legacy Voting Procedure", as outlined in the A.A. Service Manual.
- iv. At least one member of the Council needs to be present during elections.
- v. It is strongly suggested to hold elections one month prior to the conference and/or at the All Illinois Open.

2. **REQUIREMENTS FOR NOMINATION**

- i. Nominees to the Council must have served for at least six continuous months prior to the conference.
- ii. Nominees must have at least two years of continuous sobriety.
- iii. Nominees must not have reached their fortieth birthday at the time of these elections.
- iv. In the event that open positions on the Council cannot be filled with members who meet all three requirements, the Advisory Council may decide to wave these requirements so that other nominees may be considered.

### **3. DUTIES AND RESPONSIBILITIES OF THE COUNCIL**

- i. Acceptance of an Advisory Council position is a continuous five-year commitment.
- ii. Members are expected to attend all necessary Council business meetings, which may be held at a frequency determined by the Council. Members are also expected to attend the Advisory elections prior to the conference and the post-conference wrap up meeting.
- iii. Council members may not participate in the conference program during their term because much of this time is spent on Council business.
- iv. Council members have the following financial responsibilities which will be paid for by the members themselves:
  - a. Attendance at five consecutive ISCYPAA conferences, regardless of their locations
  - b. Special travel to assist a failing conference
- v. The following financial responsibilities will be reimbursed by the Council, at the members' request:
  - a. Travel costs to and from business meetings at \$.10 per mile
  - b. The Council shall offer reimbursement of up to \$100 per member, per year, for the costs associated with attending the yearly conferences. Council members shall only take this reimbursement if they are unable to attend the conference without it.

## **IV. OPERATING PROCEDURES**

### **1. ADVISORY COUNCIL MATERIALS AND LITERATURE**

- i. All materials and literature of the Council shall be deemed Council Property and shall be passed on to successors of the Council.
- ii. The Council shall maintain and update, as necessary, all literature, which includes:
  - a. Advisory Council By-Laws
  - b. Host Committee Information Packet
  - c. Bid Committee Information Packet
- iii. The Council shall establish a letterhead that may be used by all Council members for Council business; letterhead may not be used for any business that does not directly relate to the Council.
- iv. No changes shall be made to any Council literature without a 2/3's majority approval of the Council; proposals to change Council literature shall be submitted to the entire Council for review prior to the next Council business meeting; a 2/3's majority approval is required for any emergency proposals to be added to any Council meeting's agenda.
- v. All Council literature shall have the date of the most recent revision affixed.

### **2. FINANCIAL TRANSACTIONS**

- i. No member for the Council shall incur expenses in the name of the Council without first receiving a 2/3's majority approval from the Council (an exception for postage will be made).
- ii. The Council's bank account(s) shall only be used for business directly relating to the Council.
- iii. All Council financial transactions shall be made through the Council's bank accounts.

### **3. ADVISORY COUNCIL PRUDENT RESERVE**

- i. The Council shall maintain a Prudent Reserve of \$15,000, broken down as follows: \$3,000 for business expenses, \$2,000 seed money for the newly elected Host Committee, and \$7,500 for emergency use.
- ii. If a Host Committee were ever to default or fold due to financial failure, the Council shall use their emergency funds to plan a conference.
- iii. These reserve funds are arbitrary figures based on current economic conditions and can be altered by a simple majority vote of the quorum.

### **4. HOST COMMITTEE SEED MONEY**

- i. Each newly elected Host Committee shall receive \$1,500 from the Council's Prudent Reserve, this money shall be returned to the Council after the close of the conference so that it may be passed on to the next Host Committee.

### **5. DISTRIBUTION OF FUNDS**

- i. Of the funds remaining from the profits of the conference, (after expenses, seed money, and prudent reserves are paid) the Host Committee shall determine where to donate 10%. The Council Treasurer will pay this donation. The remaining monies shall then be returned to the Alcoholic Anonymous community as follows:
  - a. 50% shall be given to the Area in which the conference was held
  - b. 20% shall be given to each of the other two remaining Areas of Illinois (for a total of 40%)
  - c. 10% shall be given to the General Service Office
- ii. Areas are assigned according to the locations used by the Illinois State Conference.

### **6. INSURANCE**

- i. The Council shall always carry an insurance policy with a minimum of \$1,000,000/\$3,000,000 coverage, as this is the amount that most hotels require.

### **7. WELFARE OF ALCOHOLICS ANONYMOUS**

- i. The Council shall always consider the welfare of A.A. as a whole before taking any actions; they shall always keep the twelve traditions foremost in mind.

### **8. GROUP CONSCIENCE**

- i. The Council shall act as a body; no one member shall act independent of the majority opinion.
- ii. Right of Minority Appeal – in the spirit of A.A.'s Fifth Concept of World Service, the right of minority appeal shall prevail at all meetings.

## **V. ADVISORY COUNCIL MEETINGS**

### **1. PLACE, QUORUM, AND VOTING**

- i. The Chairperson shall call for and arrange a meeting place and agenda for all Council meetings. A quorum shall consist of at least fifty percent of the Council members; a quorum must be present in order for the Council to conduct business. Motions and resolutions shall require a simple majority vote of the quorum for approval. All Council members shall have one vote (with the exception of the Chairperson, as previously mentioned) and shall vote on all matters. A two-thirds majority vote of the entire Council is necessary to change the By-laws or to rescind operating procedures.
- ii. The Council may meet by conference call, either telephone or internet, and consider it a legitimate business meeting, providing that a quorum is met.
- iii. General business meetings of the Council are considered to be open to observation, and all members of Alcoholics Anonymous may attend. However, only present members of the Council may participate in these meetings. Any disruptive individuals will be asked to leave.

### **2. CLOSED EXECUTIVE SESSIONS**

- i. The Advisory Council may meet in closed executive session to discuss and conduct business relating to the selection of the conference site and any legal matters.

## **VI. SELECTION OF CONFERENCE SITE**

1. The Advisory Council shall have sole and final authority over selection of the conference host city. This selection shall be made using the "Third Legacy Voting Procedures" outlined in The A.A. Service Manual. The voting of the conference site shall be done in closed executive session.
2. Bid Deliberation Meetings are considered to be closed for observation
3. In the event that no city presents a bid, an emergency meeting of the Council shall be called immediately. All past and present Advisory members shall be invited in order to find a suitable site for the conference or to determine if the conference should be suspended. In this event, the subsequent fate of the Advisory Council and its functions must be determined.

## **VII. THE CONFERENCE**

### **1. DUTIES OF ADVISORY COUNCIL**

- i. The Council's most important responsibility is to ensure that the conference survives.
- ii. The Council's second most important responsibility is to encourage conference participation throughout the entire year.
- iii. The Secretary of the Council should issue 'invitations to bid' to all major areas and young people's groups prior to the conference each year, invitations should include bidding requirements, current registration flyer, and an explanation of the bidding process.
- iv. The Council is responsible for announcing information regarding to the General Service Office Guidelines for the Internet.

## **2. DESIGNATION OF CONFERENCE**

- i. All ISCPAA conferences shall be designated as such and shall be further distinguished by a number to preserve autonomy and character.

## **3. CONFLICTS WITH OTHER A.A. FUNCTIONS**

- i. No ISCPAA conference shall be held in conjunction with any other function, A.A. or otherwise. In addition, Host Committees should go to the greatest possible lengths to ensure that their conference will not be in conflict with any other scheduled major A.A. function within the scope of the conference.

## **4. ANONYMITY AND INTERNET GUIDELINES**

- i. All members of ISCPAA, including, but not limited to, Advisory Council members, Host Committee members, and Bid Committee members and all individual ISCPAA conferences must adhere to the General Service Office's Guidelines for Internet usage concerning anonymity. These guidelines can be obtained through the General Service Office.
- ii. The Host Committee is responsible for including information about these guidelines in the Program of Events for their conference.
- iii. ISCPAA has adopted a NDAH Policy (Non-Discrimination and Anti-Harassment Policy). This policy can be found on the ISCPAA website.

## **5. HOST COMMITTEE FINANCIAL RESPONSIBILITY**

- i. All ISCPAA Host Committees are obliged to pay all of the expenses involved with hosting their conference and cannot expect the Council to assume any financial responsibility.
- ii. Each Host Committee has sixty days after the close of their conference to forward a financial statement and the net proceeds from the conference, by means of either a cashier's check or money order.

## **6. HOST COMMITTEE REPORTS**

- i. The Host Committee shall submit final reports for all Sub-committees, as outlined in the Host Committee Information Packet to the Council, which are intended to be used for informational purposes. They shall have sixty days after the close of their conference to submit these reports.

## **7. ARCHIVES AFTER CONFERENCE**

- i. All materials produced by the Host Committee shall be forwarded to the Council's Archivist following the close of the conference.

## **8. AUTONOMY OF THE HOST COMMITTEE**

- i. The Host Committee shall be offered all prior conference materials together with whatever individual or collective information that the Council members may possess. Once chosen, the Host Committee shall be given complete autonomy from the Council in matters concerning the planning of the conference, with exception to the signing of the final Hotel Contract, which must be signed by a member of the Advisory Council's Executive Committee. The Council stands ready to assist the Host Committee when requested or necessary. In the event that significant financial problems arise, rendering the Host Committee unable to plan and conduct the conference, the Council shall assume the planning and production of the conference, or shall delegate the same to a new and able Host Committee.

## **9. SIGNING OF ANNUAL SITE CONTRACT**

- i. 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 Executive Committee to be binding. This section is only intended as a failsafe to protect the financial integrity of the conference structure, and is not meant to discourage group autonomy.

# ADVISORY CONTACTS

## CHAIR

**Nicki C.**  
708-205-6116  
c.nicki.c@gmail.com  
Chicago, IL  
*Previous Experience:*  
Host: Secretary  
Bidding: Treasurer, Sec.,  
Chair

## TREASURER

**Grace N.**  
309-706-8266  
gbennet15@gmail.com  
Bloomington, IL  
*Previous Experience:*  
Host: Registration  
Bidding: Registration

## ARCHIVES CHAIR

**Ben W.**  
331-302-6904  
Benjaminlabs@gmail.com  
Downers Grove, IL  
*Previous Experience:*  
Host: Hotel & Hospitality  
Bidding: Flyers & Events

## WEBMASTER

**Isidro "Sid" B.**  
815-388-3593  
isidro.d.botello@gmail.com  
Genoa City, WI  
*Previous Experience:*  
Host: Outreach  
Bidding: Newcomer &  
Chair

## CO-CHAIR

**Meridith B.**  
630-518-7136  
meridith.bell@gmail.com  
North Barrington, IL  
*Previous Experience:*  
Host: Registration

## SECRETARY

**Steph R.**  
224-688-9419  
stephmrzyn@gmail.com  
Antioch, IL  
*Previous Experience:*  
Host: Registration  
Bidding: Secretary, Flyers,  
Events Before &  
Merchandise

## HOTEL CHAIR

**Jason W.**  
309-839-5993  
jasonallenwark@gmail.com  
East Peoria, IL  
*Previous Experience:*  
Host: In-State Outreach &  
Social Media  
Bidding: Hotel & Treasurer

## OUTREACH CHAIR

**Steven W.**  
217-720-6193  
sweakley85@yahoo.com  
Springfield, IL  
*Previous Experience:*  
Host: Treasurer  
Bidding: Chair, Co-Chair,  
Outreach

## TRUSTED SERVANT

**Kelly B.**  
815-572-1160  
kellygoerlitz@gmail.com  
Genoa City, WI  
*Previous Experience:*  
Host: Program  
Bidding: District &  
Secretary

## TRUSTED SERVANT

**Laken W.**  
217-303-3092  
laken.gary@yahoo.com  
Springfield, IL  
*Previous Experience:*  
Host: Secretary  
Bidding: Merchandise,  
Chair

## TRUSTED SERVANT

**Annie I.**  
217-414-4053  
anniekingsoll@gmail.com  
Springfield, IL  
*Previous Experience:*  
Host: Chair & Media  
Bidding: Hotel & Treasurer

## TRUSTED SERVANT

**James P.**  
224-715-6040  
jmpull84@yahoo.com  
McHenry, IL  
*Previous Experience:*  
Host: Hotel, Co-Chair  
Bidding: Chair, Merch,  
Treasurer, Event

## TRUSTED SERVANT

**Josh G.**  
312-489-0922  
jgable71@gmail.com  
Park Ridge, IL  
*Previous Experience:*  
Host: Treasurer  
Bidding: Newcomer, Merch

## TRUSTED SERVANT

**Victoria A.**  
847-922-1773  
victoriaaaron91@gmail.com  
Park Ridge, IL  
*Previous Experience:*  
Host: Outreach & Merch  
Bidding: Chair, Hotel,  
Secretary

# **OTHER IMPORTANT CONTACTS**

## **ISCYPAA WEBSITE**

[www.iscypaa.org](http://www.iscypaa.org)

## **SOUTHERN ILLINOIS AREA**

[www.aadistrict14.org](http://www.aadistrict14.org)

## **NORTHERN ILLINOIS AREA**

[www.aa-nia.org](http://www.aa-nia.org)

## **CHICAGO AREA SERVICE OFFICE (CASO)**

[www.chicagoaa.org](http://www.chicagoaa.org)

200 North Michigan Avenue, Suite 501  
Chicago, IL 60601

## **GENERAL SERVICE OFFICE (GSO)**

[www.aa.org](http://www.aa.org)

P.O. Box 459 Grand Central Station  
New York, NY 10163

## **THE GRAPEVINE**

[www.aagrapevine.org](http://www.aagrapevine.org)

P.O. Box 1980 Grand Central Station  
New York, NY 10163

email: [gvcirculation@aagrapevine.org](mailto:gvcirculation@aagrapevine.org)