

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



ADVISORY COUNCIL PACKET
Standards and Practices

Revised November 2021

(Aspects adopted from ICYPAA's Advisory Council By-Laws and GSO Approved Literature)

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ISCYPAA Purpose Statement

The Illinois State Conference of Young People in Alcoholics Anonymous is an annual Alcoholics Anonymous conference. It is an event for any and all members of AA, and is organized primarily by young, recovering alcoholics. We define young as "room to grow". ISCYPAA was first held in 1983 to provide a setting for an annual celebration of sobriety among young people in A.A. throughout the state of Illinois. This meeting is an opportunity for young A.A. 's from all over the state and elsewhere to come together and share their experience, strength, and hope as members of Alcoholics Anonymous.

ISCYPAA Structure

The work of the registered 501-(c)(3) corporation known as "ISCYPAA, Inc." shall be carried out through the joint cooperation of the Host Committee and the ISCYPAA Advisory Council. Here is a brief description of ISCYPAA's basic framework:

1. ISCYPAA's annual conference, its Host Committee, Bid Committees and its Advisory Council shall be formed and maintained as A.A. service entities, geared towards carrying A.A.'s message of recovery. It is suggested that all members of ISCYPAA's Advisory Council and its Host Committee, conduct themselves in adherence to the principles of the 12 Steps, 12 Traditions and 12 Concepts of Alcoholics Anonymous.
2. ISCYPAA Advisory Council activities throughout the Host/Bid year are always ultimately aimed at the preservation and growth of ISCYPAA as an A.A. conference, and its survival as an incorporated organization. The Conference and all ISCYPAA activities are considered "open" to members of Alcoholics Anonymous as well as those wanting to support or learn more about alcoholism, unless clearly stated otherwise - certain portions of the Conference may be deemed closed to those who have a desire to stop drinking per the Host Committee. All ISCYPAA bidding/ hosting related activities carried out annually by Illinois AA members are overseen and supported by the Advisory Council with the sole incentive of carrying A.A. 's message to the suffering alcoholic.
3. ISCYPAA as an A.A. conference meets annually and its operation/A.A. service activity is modeled after the Bidding/Hosting conference structure used by ICYPAA and other "YPAA" conferences. Generally speaking, the ISCYPAA Advisory Council oversees where the conference itself is hosted, after formal "bid packets" are taken into consideration via the site selection process. This process is repeated cyclically on an annual basis. Important to ISCYPAA's wellbeing is the Advisory Council's consistent work with Bid Committees and the Host Committee throughout the Host/Bid year.
4. The conference and events throughout the year may have a registration price or suggested donation, however, no participant shall be turned away solely for lack of funds.

Advisory Council Purpose & Responsibilities

1. The Council has formed, through Third Legacy election procedure, in order to establish a rotating body of past Host Committee members of ISCYPAA 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.
2. "ISCYPAA Inc." is a registered 501-(C)(3) Non-Profit organization and must maintain all legal/ethical requirements in accordance with its status as a non-profit. Advisory is a custodial oversight "board" of individual A.A. service members who are tasked with preserving the efforts, experience, health and history of ISCYPAA. As the guardian of the shared experience of past conferences, the Advisory Council does not speak for Alcoholics Anonymous as a whole, nor does it propose to be an ultimate authority or a governing body of any kind. It does however, possess final responsibility for the financial well-being of the conference, its survival, and activities at the annual conference itself.
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 as 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.¹
4. The Council shall provide guidance to the host committee along with all bid committees based on the past experience of council members and the principles of Alcoholics Anonymous.
5. The Council shall act as a body; no one member shall act independent of the majority opinion.
6. The Council shall have sole and final authority over selection of the conference host city.
7. The Council shall maintain the experience and material of past conferences through its archives and will make available, to any AA member who requests it, information regarding ISCYPAA and Young People's AA. It shall make its shared experience available to the General Service Office on a regular basis for their use throughout AA in Illinois or elsewhere.

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

Advisory Operating Procedures

1. Materials & Literature

- a. The Council shall maintain and update, as necessary, all literature which includes:
 - Bid Committee Information Packet
 - Host Committee Information Packet
 - Advisory Committee Information Packet
 - Non-Discrimination/Anti-Harassment Policy
- b. 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.
- c. 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.
- d. All Council literature shall have the date of the most recent revision affixed.

2. Legal/Fiduciary Obligations

- a. 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.
- b. ISCYPAA is a fully recognized non-profit organization and as such, the Council is responsible for maintaining its tax-exempt status. The treasurer is responsible for filing the annual tax return required for all 501(c)(3)Non-Profit Organizations.
- c. To encourage participant safety, ISCYPAA has adopted a Non-Discrimination/Anti-Harassment policy which applies to all functions within the ISCYPAA structure. If a situation within the confines of the Conference or any branded ISCYPAA function breaches the law the individuals involved can take appropriate action to ensure their safety. Calling the proper authorities does not go against any A.A. Traditions. Anonymity is not a cloak protecting criminal or inappropriate behavior.¹

3. Financial transactions

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

1. Adapted from Safety in AA Service Material

4. Prudent Reserve

- a. The Council shall maintain a Prudent Reserve of \$17,000 after seed money is returned following the close of the Conference, broken down as follows:
 - \$3,000 – business expenses
 - \$2,000 – seed money for newly elected Host Committee
 - \$12, 000 – emergency
- b. 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.
- c. These reserve funds are arbitrary figures based on current economic conditions and can be altered by a simple majority vote of the quorum.

5. Distribution of funds

- a. 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% within AA's general service structure. The Advisory Council Treasurer will pay this donation. The remaining monies from the Conference and any bid committees shall be returned to Alcoholics Anonymous as follows:
 - 40% - to the Area in which the conference was held
 - 20% - to 1 of the 2 remaining Areas of Illinois
 - 20% - to 2 of the 2 remaining Areas of Illinois
 - 20% - to the General Service Office
- b. Areas are assigned according to the locations used by the Illinois State Conference.
- c. If the Host Committee cannot, or opts out of, deciding how their 10% should be distributed within 30 days of the close of the conference then it will also be relinquished to the ISCYPAA Advisory Council. These proceeds will either be included in the general dispersement or at the discretion of the Advisory Council, be used to modify the budget in the areas of prudent reserve and/or seed money for the host committee.
- d. In the event of the dissolution of ISCYPAA Advisory, assets shall be distributed directly to GSO

6. Selection of conference site

- a. Each Advisory member shall vote in the selection of a Host Committee. The voting of the conference site shall be done in a closed session.
- b. 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 Procedure" outlined in the A.A. Service Manual.

- c. Bid Deliberation Meetings are considered to be open for observation. The council may discuss briefly in closed session before voting, but the majority of deliberation should take place in a transparent setting.
- d. All completed bids for the conference will be given equal consideration, regardless of size, population, number of years bidding, or money made throughout the year.
- e. 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.

Advisory Council Structure

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. All positions on the Council shall have a term of 2 years. Chairperson elections shall take place at the Advisory Meeting held at the All Illinois Open, with the term beginning Sunday of the Conference. Upon election to the Council, all members shall serve as a Trusted Servant prior to being elected to any other position. Should a position open outside of normally scheduled elections, all Trusted Servants may stand for that position to fulfill the duties as outlined until the next Council election. There should be fifteen Council Members, which includes three individuals from the previous five Host Committees.

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. The committee can at any time elect more members to the Executive Committee. 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. Emergency matters, financial or otherwise, that are brought to the Executive Committee’s attention shall be discussed and brought to either the next scheduled meeting or an emergency meeting of the full Council shall be called. All Executive Committee members may sign the Hotel Contract with the Host Committee, should the Hotel Advisor not be available

☐ Chairperson

They 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. The Chair shall be responsible for maintaining a forum for video meetings. They shall not be entitled to vote except in cases required in a tiebreaker. The Chairperson shall affix their signature to all Council action. They shall also serve as one of three signatures on all Council bank accounts. They shall be responsible for receiving and distributing the Bid Packets submitted via email to the Council. The Chair shall act as a liaison between the Advisory Council and the Host Committee. The Chair shall ensure all newly elected Advisory members are welcomed and aware of Council procedures.

❑ 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. The Co-Chairperson shall be one of three signatures on all Council bank accounts. They are responsible for maintaining the registered agent as required by Illinois law for Non-Profit Organizations.

❑ Treasurer

The Treasurer shall demonstrate financial responsibility 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. They 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 counts, which are subject to inspection by any Council member at any time. They shall be one of three signatures on all Council bank accounts. They shall be responsible for timely filing the IL-990T Tax Form as required by Illinois law. The treasurer shall prepare a simplified financial statement of Advisory Council expenses, Host & Bid committee contributions and disbursements that shall be approved by the Council and posted on the ISCYPAA Website within 90 days of the close of each conference and shall be reported at the following Conference during Advisory's time at the main meeting.

❑ Secretary

The Secretary shall act as custodian of all Council materials and shall furnish information to anyone requesting it. They shall be responsible for gathering Host Committee chair reports and forwarding past reports and resources to the elected Host Committee. They shall keep accurate minutes of all Council meetings as outlined in subsection 5-c. and have these in their possession at all Council meetings. After minutes have been approved, they shall be sent to the Webmaster

to be put on the ISCYPAA website. Shall be responsible for managing and ensuring all Council Members have access to digital files. The Secretary shall update the Motion Log Book following each meeting and have this available to anyone who requests it.

2. Chairpersons

❑ Hotel Advisor

The Hotel Contract Advisor will assist the Host Committee in negotiation of the Conference's hotel contract. Shall educate the Bids with their hotel contracts and negotiations. Once a hotel has been chosen and Host has successfully negotiated a contract, the Hotel Advisor will present the contract in an expeditious manner to the Advisory Committee for vote. They will provide assistance and guidance to the Host Committee Hotel Chairperson and the hotel representatives and shall act as a liaison between Advisory and Host. They may also sign the hotel contract along with the Hotel Chairperson of the Host Committee.

❑ Webmaster

The Webmaster shall maintain and manage ISCYPAA's website www.iscypaa.org using the General Service Conference guidelines. They shall update the website in a timely manner with all fliers, minutes, financial reports etc. They are also responsible for all digital archives as obtained by the Archivist (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.

❑ Archivist

The Archivist is responsible for adequately storing and maintaining all ISCYPAA archived materials; needs to develop and email digital archives to the Webmaster. Works directly with the Host Committee to organize and 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.). They are also responsible for the ISCYPAA banner.

❑ Outreach

Shall be responsible for spreading the word of ISCYPAA throughout Illinois, our surrounding states, and further. Responsible for communicating Bid and Host events to the Council and delegating Council presence at these events. 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 ensure that ISCYPAA is represented at all Area Assemblies, District Meetings and Conferences throughout Illinois and surrounding states. They shall issue ‘invitations to bid’ to all major areas and young people’s groups prior to the conference each year which should include bidding requirements, current registration flyer, and an explanation of the bidding process.

❑ Trusted Servants

All other Council members who do not hold a specific position shall hold the title of “Trusted Servant.” They shall encourage conference participation throughout the year and act as trusted servants to the Host and Bid Committees. These members shall fulfill any duties assigned by the Council.

3. Responsibilities of council members

- a. Acceptance of an Advisory Council position is a continuous five conference commitment.
- b. Members are expected to attend all Council business meetings. Members are also expected to attend the Advisory elections prior to the Conference and the Post-Conference wrap up meeting.
- c. Council members shall timely respond to any inquiries or concerns and shall inform the Council of said correspondence.
- d. Council members are expected to attend Host or Bid events and occasional committee meetings when able to and/or asked. Council members shall not criticize, govern, or be overbearing at Bid and Host committee functions as we aim to be of service to the Bids and Host.
- e. Council members may not participate in the Conference program during their term because they must be available for Council business.
- f. The Advisory Council members must follow the Non-Discrimination and Anti-Harassment Policies
- g. Council members have the following financial responsibilities which will be paid for by the members themselves:
 - Registration and attendance at 5 consecutive ISCYPAA conferences, regardless of locations.
 - Special travel to assist a failing/disbanded ISCYPAA Host Committee
 - The Council may offer reimbursement of up to \$100 per member, per year, for the costs associated with attending the yearly conference. Council members shall only take this reimbursement if they are unable to attend the Conference without it and must ask for reimbursement from the Treasurer prior to the Friday night meeting of the Conference.

4. Council meetings

- a. The Council shall meet monthly. These meetings shall be in person 4 times per year: before Host Committee elections, Illinois State Conference, All Illinois Open, and Friday night of the conference with optional video/call conferencing. Outside of these 4 instances, the Council may meet either in person and/or via video conference (video conference attendance at in-person meetings shall count as attendance provided the Council Member is participating). The chair shall prepare an agenda for each meeting, and allow adequate time to schedule all committee meetings to ensure maximum attendance. Any emergency meetings shall be called by the Chair, or the Co-Chair, in their absence.
- b. A quorum shall consist of at least 51% 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) and shall vote on all matters. A 2/3's majority vote of the entire Council is necessary to change any conference literature, the Council structure, financial transactions, to remove a member of Advisory, to veto a Host decision, or to rescind operating procedures.
- c. The meeting minutes shall be taken by the Secretary and will include the following: attendance, start and end time, chair reports, motions, votes and the results of votes.
- d. Motion procedures shall be done in full committee meetings except in an emergency. Discussion, announcements, general feedback, and group consensus may be done in a group chat or email setting. Any group consensus or emergency votes in a chat shall be then memorialized at the next full committee meeting minutes. Group chats among the full Council are not considered private and may be saved for archives purposes.
- e. Robert's Rules of Order shall govern the Council in all cases in which they are applicable
- f. Right of Minority Appeal – in the spirit of A.A.'s Fifth Concept of World Service, the right of minority appeal shall be heard for all motions.
- g. 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. The Chair may include an open discussion/ Q & A portion to the meeting agenda to allow for participation from those not on the Council.
- h. The Council shall seek to be transparent in it's discussions and decisions and shall make every effort to inform ISCYPAA service members of upcoming Advisory meetings - Closed discussions shall be reserved for matters such as legal issues,

emergency situations, or reports per the Non-Discrimination/Anti-Harassment procedure. Matters not falling in these categories may be “closed” per a majority vote, but should be reserved for only when it is absolutely necessary.

5. Vacancies/Attendance

- a. If an advisory member misses two consecutive meetings without notifying the chair, or three consecutive meetings with notifying the chair, their position status as a Council Member shall be taken to a discussion and possible $\frac{2}{3}$ majority vote at the following meeting. The Chair or Co-Chair shall make efforts to contact the Council member before voting to remove them.
- b. A break in sobriety shall be considered a resignation - at the member’s request they shall be added as an Alternate and may be called to serve on the Council contingent upon their continued sobriety.
- c. Missing the conference shall be considered a resignation. Should there be a medical or family emergency, the Council shall add the agenda at the first meeting following the conference to reinstate the Council member at their request and their presence if their term is not complete.
- d. Each Host Committee shall elect three 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. Available alternates shall be contacted expeditiously upon a vacancy regardless of the number of Council Members. In the event that an Alternate needs to fill a vacant position, the Chair shall contact the alternates in the order they were voted on and the first available person shall fulfill the vacant position as a member of the Council.
- e. If there are vacancies that can not be filled by that Host Committee’s alternates, the spots may be filled first by available alternates from other Host years. Should that not fill the Council to an appropriate number to conduct business, Advisory members that are set to roll off the committee may be voted by majority vote to stay for up to 1 additional conference, or the Council may ask past advisory members to fulfill the vacancies for the vacant spot’s term. It is strongly suggested the Council shall have 15 members but never have less than 10 members in order to maintain the spirit of group conscience.
- f. When the character of an Advisory Member is called into question, relating to controversial situations outside or inside the confines of the Advisory Council, any Council member may bring said situations to the attention of the Executive Committee. The Executive Committee shall inform the Council Member of their discussion and shall determine whether or not the situation should be added to the following meeting's agenda for the full Advisory Council's knowledge. The member has the right of explanation of said situation should it be added to the

agenda. The Council reserves the right to make a motion as to remove them as a member of the Advisory Council, reassign the member to a different chair position, or take no further action, per the $\frac{2}{3}$ majority voting process.

6. Subcommittee meetings

- a. At any time to facilitate productive group discussion and be efficient in our business, the ISCYPAA Advisory Council can create subcommittees to further discuss or narrow down options on various tasks and needs. Subcommittee meetings must have at least three Council members present.
- b. No decisions, financial or otherwise, made in a subcommittee meeting may be carried out until voted on in a full committee meeting unless pre-approved.
- c. The actions and recommendations of the subcommittee(s) will be detailed in brief reports to the ISCYPAA Advisory Council and a final report will be generated by the subcommittee following the completion of their specific duties.

7. Committee member eligibility and guidelines

a. Election Guidelines

- Each Host Committee shall elect three of their members to serve on the Advisory Council and three 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).
- Elections shall be held using the “Third Legacy Voting Procedure”, as outlined in the A.A. Service Manual.
- At least one member of the Council needs to be present during elections.
- Elections shall be held on or close to the day of the All Illinois Open. The council Chair must be in communication with the Host Chair to schedule time and location of elections, as well as ensure the Host Committee is aware of the qualifications of nomination and election procedure.

b. Requirements of Nomination

- Nominees to the Council must have served for at least six continuous months prior to the conference.
- Nominees must have at least two years of continuous sobriety.
- Nominees must not have reached their fortieth birthday at the time of these elections - this is to ensure that people getting sober young have an opportunity for service in AA and the Advisory Council reflects those our organization serves.
- Nominees must have a knowledge of the 12 steps, 12 traditions and 12 concepts of AA or be willing to learn.

- In the event that open positions on the Council cannot be filled with members who meet all requirements, the Advisory Council may decide to waive these requirements so that other nominees may be considered. The waiving of requirements must occur before voting begins in order to understand who is eligible to be elected to the Advisory Council and all those standing are given equal consideration by the Host Committee.

Responsibilities to Host Committee/Host Committee Relations

1. All ISCYPAA Conferences shall be designated as such and shall be further distinguished by the Host Committee by a number to preserve autonomy and character.
2. No ISCYPAA Conferences shall be held in conjunction with any other function, A.A. or otherwise. In addition, Host Committees should go to the great 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.
3. Each newly elected Host Committee shall receive seed money 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.
4. All ISCYPAA 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.
5. Each Host Committee has 60 days after the close of their conference to forward a financial statement and the net proceeds from the conference to the Council, by means of either a cashier's check or money order.
6. The Host Committee shall submit final reports for all chairpersons, as outlined in the Host Committee Information Packet to the Council, which are intended to be used for informational purposes. They shall have 30 days after the close of their conference to submit these reports.
7. All materials (a sample of the program, speaker recordings, and merchandise) produced by the Host Committee shall be forwarded to the Council Archivist following the close of the conference.
8. The Host Committee shall be primary caretakers of any official ISCYPAA social media accounts for use as an outreach tool. The Advisory Council shall also moderate and ensure that GSO's Guidelines for Internet Usage are adhered to, as well as ISCYPAA's Non-Discrimination and Anti-Harassment Policy.
9. The Host Committee is responsible for including information about the General Service Office's Guidelines for Internet usage concerning anonymity in the Program of Events for their conference. All members of ISCYPAA, including, but not limited to, Advisory Council members, Host Committee members, and Bid Committee members and all individual ISCYPAA conferences must adhere to these guidelines.
10. 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 or Hotel Liaison - This is only intended as a failsafe to protect the financial integrity of the conference structure, and is not meant to discourage group autonomy. The Council shall approve the Conference Program before publication to ensure the 12 steps, 12 traditions and 12 concepts are adhered to. The Council shall not be critical or over-bearing regarding the Program.

11. The Council stands ready to assist the Host Committee when requested or necessary. In the event that significant 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.

Veto Procedure

The Advisory Council has the chief initiative and the active responsibility in ensuring the integrity and continuity of ISCYPAA year after year. Any Host Committee decision that might be viewed as detrimental to the principles of AA or to current or future ISCYPAAAs would be of utmost concern. If such a matter comes to the attention of the Advisory Council, all due diligence will be exhausted in communicating the concern to the Host Committee. If after having been informed of the concern, the Host Committee chooses to stay the course, any member of the Advisory Council can make a recommendation to the full Council that the Host Committee decision should be vetoed. If no Advisory Council meeting is imminent and time is of the essence, an emergency meeting may be called by the Chairperson to address the issue. A vote to veto a Host Committee decision requires a $\frac{2}{3}$ majority of the full Advisory Council. If the veto passes, the Host Committee Chairperson should be notified by the Advisory Council Chairperson of the decision.

Advisory Council Yearly Checklist

January/February (Should be completed before the Conference to ensure Treasurer's books are accurate for the bidding/hosting year)

- File Tax Forms as required by Illinois law
- Renew 501(c)(3) with the Secretary of State
- Renew/Review Insurance Policy
- Renew/Review Registered Agent as required by Illinois Law
- Renew/Review website subscription
- The Executive Committee shall conduct an audit of bank and financial statements to ensure transparency and accuracy before the next Hosting/Bidding year

4-6 Months Before the Conference

- Mail Conference flyers as well as Bid Packets and “invitations to bid” to areas of Illinois as determined by the Outreach Chair.

1-4 Weeks Before the Conference

- Communicate with Host Committee about oncoming Advisory Elections and facilitate said elections
- Hold Advisory Position elections for terms to start Sunday of the conference
- Communicate with Bids about turning in their monies at the conference to ensure disbursements are done in a timely manner.

1st Meeting following the Conference

- Ensure all Advisory members are familiar with bylaws, voting procedures, and how to access electronic files. Establish Council meeting schedule throughout the year.
- Facilitate new Host elections
- Provide Host with seed money

60-90 days following the Conference

- After Hotel and all other bills are paid by Host and Host monies are turned into Advisory, calculate prudent reserve and disbursements.

Throughout Bidding/Hosting Year

- Facilitate Bid Committee elections
- Be present at Bid and Host events
- Sign Hotel Contract with Host
- Determine if any workshops or Unity events are needed and plan accordingly