

**HICYPAA 2008 Host Committee  
BY-LAWS  
FINAL PROOF**

**I) Membership of Committee**

- A. HICYPAA is comprised of members of Alcoholics Anonymous who are elected to committee positions.
- B. Failure to attend two (2) consecutive HICYPAA business meetings without prior notice to the Secretary or Co-Secretary or a total of four (4) HICYPAA business meetings per term, regardless of notification shall be considered a resignation of committee position.
- C. Any break in continuous sobriety is considered a resignation of committee position.

**II) Procedures**

- A. HICYPAA shall follow the “**12 Steps, Traditions and the 12 Concepts for World Service.**”
- B. Funds spent in the spirit of HICYPAA for HICYPAA events and co-hosted events shall be reimbursed to committee members.
- C. HICYPAA Post Office Box:
  - 1. HICYPAA shall maintain a post office box for all mailed correspondence. The Treasurer shall make sure that all the rents are paid on the post office box. All correspondence shall be forwarded to the Secretary.
  - 2. The Post Office Box should not be used for anything other than HICYPAA business.
- D. HICYPAA members shall not take any actions individually or collectively without the consent of HICYPAA.
- E. HICYPAA bank account, materials, and website should not be used for anything other than HICYPAA business.
- F. Any amendments, deletions, or additions to the By-Laws shall be made in a two (2) 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 vote of two-thirds (2/3) of the members present.
- G. In case of an emergency when a vote cannot be called, either by committee or quorum, the Chair has the right of decision in the spirit of HICYPAA and the AA Service Manual.

**III) Meeting Procedures**

- A. The Agenda:
  - 1. Chair, HICYPAA members, or guests 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. Secretary is to prepare the previous meeting minutes, noting old business, motions, actions and other important items.
  - 2. Copies of Minutes are to be available to every HICYPAA member and upon request from any AA member.

3. The minutes are to be read, corrected as needed and approved. (Minority rights do not apply).
4. It is the responsibility of the Chair to 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. The Treasurer's report shall be first and is to be read, corrected as needed and approved. (Minority rights do not apply).
2. All reports will be concise and well prepared.
3. The only member who may interrupt a speaker is the Chair. The Chair may only interrupt a speaker for these reasons:
  - i. Speaking off the topic.
  - ii. Speaking too long.
  - iii. Repeating the previous points at length.
4. Any questions during reports will be for clarification only. No motions may be made.

D. Motions:

1. Making a Motion;
  - i. Any member, except the Chair, may make a motion by stating, "I make a motion."
  - ii. Motions may be withdrawn by the member making the motion anytime prior to the vote.
  - iii. Motions may be amended by the member making the motion anytime prior to the vote. Amendments must be seconded.
2. Procedural Motions;
  - i. Close Discussion:
    1. Any vote required must be taken immediately following this motion being seconded.
    2. Must be seconded.
    3. Must be passed by a majority vote.
  - ii. Table an Item:
    1. Discussion is limited to once per member.
    2. Automatically becomes Old Business on the subsequent meeting agenda if passed.
    3. Must be seconded.
    4. Must be passed by a majority vote.
  - iii. Adjourn:
    1. Must be seconded.
    2. Must be passed by a majority vote.

E. Discussion of Motion:

1. Questions shall only be asked at the conclusion of any speakers' remarks. The only member who may interrupt a speaker is the Chair except when a question of procedure arises. The Chair may interrupt a speaker for these reasons:
  - i. Speaking off the topic.
  - ii. Speaking too long.
  - iii. Repeating the previous points at length.
2. Any member may make procedural motions at any appropriate break in discussion.

3. Discussion will begin by the Chair asking, "Is there any discussion?" The member making the motion has the right to speak first and last on that motion.
4. The Chair will always ask for further discussion before giving the floor to the member whom made the motion to speak last. The Chair will then call on members or guests having their hands raised.
5. At any time the Chair decides the discussion has escalated above keeping track of raised hands, the Co-Chair will keep a list of all the people that raised their hands and follow the list until the Chair can keep track again.
6. All discussion will be concise, courteous and dignified.
7. After discussion of the motion the Chair will ask the Secretary to repeat the motion on the table and a vote will be taken.

F. Voting:

1. Each HICYPAA member has one (1) vote and are the only ones allowed to vote.
2. The Chair of HICYPAA can only vote to break ties. The Chair may not make motions. Abstention voting is not permitted. All members must vote.
3. At HICYPAA meetings, voting is by a show of hands except at annual election.
4. Voting in new members and motions to amend, delete or add to the bylaws, require a vote of two-thirds (2/3) of the members present to pass. A majority may decide all others.
5. All decisions must be reached by a discussion with an informed group conscience and possible substantial unanimity. However, votes will only be accepted from the members of HICYPAA.
6. Automatically following vote, minority opinion is voiced. If one or more of the majority wishes to reconsider, 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:
  - i. Speaking off the topic.
  - ii. Speaking too long.
  - iii. Repeating the previous points at length.
3. Discussion will begin by the Chair asking "Is there any discussion?" The Chair will then call on members or guests having their hands raised. At any time the Chair decides the discussion has escalated above keeping track of raised hands, the Co-Chair will keep a list of all the people that raised their hands and follow the list until the Chair can keep track again.
4. All discussion will be concise, courteous and dignified.

**A) Appendix**

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 the meeting only) upon acceptance by a vote of two-thirds (2/3) of the members present.

The Chair of a meeting is responsible for observing, enforcing and maintaining these rules of procedure. Should a participant persist on holding the floor without adhering to the

requirements of these procedures or should a participant persist in interrupting or otherwise disrupt 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.

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

## **B) Committee Structure**

The group shall elect the following committee positions:

### **Description of Duties**

**Chair:** Shall arrange for and announce the agenda for all HICYPAA meetings. Shall open HICYPAA meetings and maintain meetings in a reasonable order. Shall 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. Be one (1) of two (2) signatures on the bank account. Suggested two (2) years of continuous sobriety.

**Co-Chair:** In absence of the Chair, shall accept the duties of the Chair including being a signer on bank account. Shall work closely with the Chair. Shall call all Host Committee members to notify them of committee meetings and all HICYPAA activities. Assist the Chair during discussion by keeping track of those who wish to speak. Suggested two (2) years of continuous sobriety.

**Treasurer:** Keep accurate financial records of all HICYPAA transactions. Submit a written financial statement at each HICYPAA meeting. Have in possession at the HICYPAA meetings; all current bank statements, deposits, and checkbooks. Shall be prepared to make deposits and disbursements as determined by the committee. Maintain account, which are subject to inspection at any time. Be one (1) of three (3) signers on the bank account. Suggested two (2) years of continuous sobriety, a job, a bank account, and a home address.

**Co-Treasurer:** In the absence of the Treasurer, shall accept the full duties of the Treasurer, be one (1) of three signers on the bank account, and shall work closely with the Treasurer. Suggested two (2) years of continuous sobriety, a job, a bank account, and a home address.

**Secretary:** Keeps minutes of all HICYPAA meetings, documenting exact wording of all motions. Furnish information from our records upon request. Answer P.O. Box and website correspondence promptly and in the spirit of HICYPAA. Provide the previous meetings minutes for the approval of the committee. Notifies all committee members of time and place of upcoming business meetings one (1) week in advance and one (1) day in advance. Suggested one (1) year of continuous sobriety.

**Co-Secretary:** In the absence of the Secretary, shall accept the full duties of the Secretary, and shall work closely with the Secretary. Suggested one (1) year of continuous sobriety.

**Programs Chair:** Shall be responsible for putting together the program schedule for the conference and responsible for all the meetings at events. Suggested one (1) year of continuous sobriety.

**Registration Chair:** Responsible for organizing conference registration. Maintain the mailing list and mail outs as needed. Suggested two (2) year of continuous sobriety.

**Facilities Chair:** Shall obtain commitments from at least two (2) appropriate facilities so sized to be able to accommodate the entire HICYPAA conference, and activities as needed while representing HICYPAA in a professional and responsible manor.

**Food & Beverage Chair:** Shall coordinate food and beverage arrangements for the conference and committee activities as needed.

**Activities Chair:** Shall find locations and arrange events that promote unity and recovery among young people in AA, regardless of age. All events shall include an AA meeting.

**Outreach Chair:** Shall coordinate the outreach of all HICYPAA functions to meetings on Oahu, Neighbor Islands and surrounding areas, central offices, treatment facilities, and other YPAA groups.

**Hospitality Chair:** Shall be responsible for outreaching to other groups and filling time slots for them to host the hospitality room at the conference with snacks, water and coffee.

**Decorations Chair:** Shall be responsible for decorating the stage and tables in the main meeting room, breakout meeting room and a table in the hospitality room at the conference.

**Graphics Chair:** Shall design and produce printed HICYPAA material requiring graphics, including, but not limited to event flyers.

**T-Shirts Chair:** Shall be responsible for organizing T-shirt sales at all HICYPAA events including but not limited to the HICYPAA conference, keeping track and turning all monies collected from T-shirt sales into the treasure as collected after each event.

**Prayer Chair:** Shall be responsible for opening and closing with prayer of his/her choice at all host committee meetings and at the main meetings of the conference.

**Web Chair:** Shall design and publish the host committee website and coordinate updates. Suggested six (6) months of continuous sobriety.

**Special Needs Chair:** Shall be responsible for handling whatever special needs participants may have and be the liaison between hotel staff and participants needs. I.E. wheelchair, signer for the deaf etc.

**Co-Chair Positions are voluntary.**

**Co-Prayer Chair:** In the absence of the Prayer Chair, shall accept the full duties of the Prayer Chair.

**Co-Special Needs Chair:** In the absence of the Special Needs Chair, shall accept the full duties of the Special Needs Chair and be there to assist the Special Needs Chair at the Conference.

**Co-Facilities Chair:** In the absence of the Facilities Chair, shall accept the full duties of the Facilities Chair, and shall work closely with the Facilities Chair.

**Co-Activities Chair:** In the absence of the Activities Chair, shall accept the full duties of the Activities Chair, and shall work closely with the Activities Chair.

**Co-Outreach Chair:** In the absence of the Outreach Chair, shall accept the full duties of the Outreach Chair, and shall work closely with the Outreach Chair.

**Co-Hospitality Chair:** In the absence of the Hospitality Chair, shall accept the full duties of the Hospitality Chair and shall work closely with the Hospitality Chair.

**Co-Decorations Chair:** In the absence of the Decorations Chair, shall accept the full duties of the Decorations Chair and shall assist and work closely with the Decorations Chair.

**Co-Graphics Chair:** In the absence of the Graphics Chair, shall accept the full duties of the Graphics Chair, and shall work closely with the Graphics Chair.

**Web Co-Chair:** In the absence of the Chair, shall accept full duties of the Website Liaison Chair and shall work closely with the Website Liaison Chair.

**Members At Large:** Member of the committee with the same rights and responsibilities as chairs and co-chairs without the responsibility of a subcommittee.

### **C) Suggested Agenda Format**

1. Call to Order by Chair
2. Attendance
  - a. Secretary takes attendance, notes any pre-notified absences and anyone whose absence indicates a resignation.
  - b. Secretary counts eligible voters.
3. Minutes
  - a. To be read, corrected as necessary and approved.
4. Agenda Announcements
  - a. Chair announces any changes to the normal order of the agenda. (Requests for out-of-order business received prior to the meeting should be prioritized by order received by the Chair)
5. Reports
  - a. Treasurer's report is read, corrected as necessary and approved.
  - b. All other reports follow in the order deemed appropriate by the Chair. (Requests for schedule priority should be handled in the order received by the Chair).
6. Old Business
  - a. Action Items from previous meetings in the order deemed appropriate by the Chair. (Overdue reports should take precedence).
  - b. Tabled Business in the order deemed appropriate by the Chair.
  - c. Other Old Business in the order deemed appropriate by the Chair.
7. New Business
  - a. New Business requests received by the Chair prior to the meeting in the order received by the Chair.
  - b. Other New Business in the order deemed appropriate by the Chair.
8. Action Items
  - a. Secretary announces any Action Items with overdue reports.
  - b. Secretary announces any Action Items with reports due at next meeting.
  - c. Secretary announces any other open Action Items.
9. Adjournment
  - a. Chair announces time and place of next meeting.
10. Closing Prayer

## **D) Revision History**

20 Jan, 2008: Changes agreed upon at 15 Jan, 2008 meeting: Add clause to III.C that Treasurer's report be approved. Add one (1) year suggested sobriety to Co-Secretary duties to match Secretary. Add meeting notification to Secretary duties. Add one (1) year suggestion to Programs duties. Add two (2) year suggestion to Registration duties. Merge Mailing List duties to Registration and eliminate Mailing List Chair. Rename "Website Liaison Chair" to "Web Chair" and change description. Add suggested agenda to Appendix.

13 Jan, 2008: Additional minor edits.

12 Jan, 2008: Committee votes to: Modify I.B. to include four missed meetings total regardless of notification.

20 Dec, 2007: Edited for consistency, spelling and grammar.

Dec, 2007: Received by 2008 HICYPAA committee.