

# PTYPAA BY LAWS

## **MISSION STATEMENT**

Piedmont Triad Young People in Alcoholics Anonymous is committed to providing a strong, unified fellowship of young recovering people in the Piedmont Triad area. In accordance with AA's 12 Traditions and 12 Concepts for World Service we host a variety of both recovery related and fellowship focused events along with encouraging participation in statewide NCCYPAA functions. In the spirit of service, our primary purpose is to share the message of recovery to newcomers in an attractive setting for young people.

## **Voting Procedures**

1. Membership will be defined by a desire to stop drinking and attendance at a PTYPAA committee meeting.
2. All members present will have one vote, constituting a quorum. Motions can only pass by a 2/3 or greater majority.
3. Motions up for vote can be deemed important issues and tabled no more than 2 times if too few voting members are present. There will be no absentee voting.
4. The committee shall act as a body and no individual shall make decisions independent of the 2/3 majority opinion.
5. Meetings of the PTYPAA committee are to be scheduled 2 weeks in advance.
6. A minimum of one year continuous sobriety is required to serve in all officer positions.
7. All officer positions are for a term of one year. No member can serve consecutive terms in the same position.
8. In order to appeal a previously passed vote, minority must declare a motion to bring the previous motion back to the floor and achieve a 2/3 majority vote. If the motion is approved back to the floor, there must be a 2/3 majority to overturn.

## **Operational Procedures**

1. All committee financial transactions shall be made through its bank account.
2. The post office box, bank accounts and committee material should not be used for anything other than committee business. These materials should not be used in group or district business.
3. The committee shall be foremost aware of the welfare of AA as a whole. The twelve traditions of AA must be adhered to strictly.
4. All materials of the committee shall be deemed property of the committee and passed on to our successors.

5. The committee will only sell PTYPAA novelty items at PTYPAA sponsored events.

## **Election Procedures**

Elections occur the first week in October, annually.

- One week prior to the scheduled election date, a special meeting will be held solely for the purpose of nominations.
- Members of the committee must be present to be nominated.
- The PTYPAA Chairperson will outline the duties and requirements of each position and open the nominations for each in turn. Any member can nominate themselves or be nominated by another member.
- Nominations must be seconded and accepted by the nominee. Nominees can make a statement if they wish and should be willing to answer questions.
- When there are no more nominations or discussion, the Chairperson will close nominations for that position.

Once nominations have been opened and closed for position, the meeting concludes. The PTYPAA Secretary will make the list of nominees available to all committee members on the website and/or by email within 24 hours of the nomination meeting.

At the election date PTYPAA committee meeting, each position will be voted on separately by anonymous **written** ballots. The PTYPAA Co-chair and Treasurer will collect ballots, count votes and announce the nominee receiving the most votes as the winner. Uncontested nominations will be voted on a yes/no basis.

## **Special Elections**

Any position open at times other than the scheduled annual election will be filled by a special election. When the position becomes vacant, nominations are declared open by the PTYPAA Chairperson.

- Members must be present at the PTYPAA committee meeting in which they are nominated to be nominated.
- Members may nominate themselves or be nominated by another member.
- Nominations must be seconded and accepted by the nominee. Nominees can make a statement if they wish and should be willing to answer questions.
- When there are no more nominations or discussion, the Chairperson will close nominations for the position.
- Voting will occur immediately with the aforementioned process.

## **Miscellaneous Practices**

1. PTYPAA business meetings are nonsmoking and non-vapor.

2. Bidding on the NCCYPAA conference is left to the discretion of the committee based on need. If conscience decides to place a conference bid, the bid is a secondary priority to the mission of PTYPAA. Therefore, fulfilling bid requirements are priority only so long as it does not minimize our service to young people in the Piedmont Triad area.

## **Officer Duties**

All Officers elected into service under PTYPAA are expected to accomplish the duties outlined on this document to the best of their ability. Officers have the right to delegate tasks and form sub-committees to assist them in their functionality. The right to assemble sub-committees is reserved to all officers aside from the Chair/Co-Chair whose sub-committee is the Steering Committee. The Steering Committee is comprised of all the elected officers. The steering committee only serves on an advisory basis and is intended to maintain communication, order, and organization among officers. The Steering Committee shall not vote on any PTYPAA business without the expressed consent of the group conscience of PTYPAA as a whole. As stated in preceding by-laws, a 2/3 majority of all acting committee members is required to pass any motion affecting PTYPAA. Therefore, no officer has the power to make decisions for PTYPAA without the consent of PTYPAA.

## **Chairperson/Co-Chair**

1. The Chairperson runs the PTYPAA Committee meetings and calls them when needed.
  - Opens meetings and maintains reasonable order
  - Recognizes members entitled to the floor
  - States and puts all motions to a vote that have been properly seconded
  - Announces results of all votes
2. Arranges or and announces the agenda for all Committee meetings prior to meetings.
3. The **Co-chair** runs the steering committee meetings and calls them when they are needed.
  - Supports the Chair and moderates the Committee meetings.
  - Steps in as Chair when the Chair is not available.
  - Assists in all committee sub-committees.
4. Both have exact working knowledge of all committees, functions, and events.
5. Both are spokespeople for PTYPAA to AA as a whole.

6. Both are responsible for the accomplishment of tasks either by delegation or hands on.
7. Both keep lines of communication open and utilized throughout the PTYPAA Committee.
8. Participate in PTYPAA and steering committee.
9. Co-sign major contracts.
10. Ensure that committee runs according to all AA traditions and concepts.
11. Oversees all sub-committee meetings.

### **Secretary**

1. Responsible for taking minutes of PTYPAA Committee meetings and steering committee meetings, as well as the copying and distribution of minutes to PTYPAA Committee members via e-mail and hard copy.
3. Participates in PTYPAA and steering committee.
4. Keeps minutes in a running digital database.
5. After serving their term, passes all minutes and business dealings off to new secretary.
6. Notifies all PTYPAA Committee members of upcoming meetings.
8. In cooperation with Outreach chair, maintains up to date contact list.

### **Treasurer**

1. Keeps and maintains accounts for the PTYPAA Committee, including but not limited to checking account, website dues, and P.O. Box when applicable, ensuring all rents are paid.
2. Responsible for all funds collected and paid out for the Committee. A two-thirds (2/3) majority vote by the PTYPAA Committee is required for all expenditures.
3. Responsible for a non-interest bearing, two signature checking account (startup, upkeep, and closing out).

4. Responsible for books (i.e. all money transactions in exact amounts).
5. Participates in PTYPAA and steering committee.
6. Collects all committee budgets and enforces them.
7. Formation of money timetable and master budget for Committee business.
8. Reports actual expenses and contributions after all major events and transactions to PTYPAA committee.
9. Acts with "Right of Decision" in agreement with the Secretary on transactions less than \$50.
10. Acts as advisor to subsequent treasurer as long as needed.

### **Outreach Chair**

1. Spreads Committee message by word of mouth, handshakes, mail, e-mail, telephone, or in person to as many individuals or groups as possible within the Program including:
  - 1) Local--Including Intergroup
  - 2) Regional--All groups within the triad area
2. Sets up information tables at other AA functions and/or conferences with their permission with the purpose of distributing flyers and the message of PTYPAA.
3. Makes/Organizes road trips to different areas/cities within the triad to spread the message/shake hands.
4. Establishes or gathers contacts in as many locations within the region as possible and maintains a mailing list of these contacts.
5. Collects all flyers for events, makes copies, and sends or distributes flyers to as many individuals or groups in as wide an area as possible.
6. Assembles an Outreach table at all PTYPAA events and
7. Attends PTYPAA and steering committee meetings.

## **Special Events Chair**

1. Organizes a committee for Special Events.
2. Plans all special events - Dinners, Dances, Trips, etc.
3. Makes arrangements for all events.
  - A. Speakers/Meetings
  - B. DJ's, facilities, food and drink, workers, startup money, and supplies.
  - C. Provides information to Outreach for dissemination.
4. Oversees all aspects of events.
  - A. Workers, Attendees, and Security.
  - B. Care of money and facilities.
  - C. Services rendered; food and drink.
5. In charge of production of flyers and other promotional and novelty items.
6. Collects all proceeds and passes them on to Treasurer in one sum within one week after event.
7. Attends all PTYPAA and steering committee meetings.

## **NCCYPAA Liaison / Conference Committee Chair**

1. Makes/Organizes road trips to different YPAA events to support State and Nationwide YPAA organizations.
2. Stays in contact with the NCCYPAA Advisory Council Outreach Chair to find out what events they are attending with the intention of outreach for the Committee.
3. Stays in contact with the NCCYPAA Host Committee to find out events they are hosting to benefit the conference and reports information to Outreach chair to spread the word.
4. Maintains contact with NCCYPAA Host Committee to provide assistance where needed.
5. Keeps committee up to date on state and region-wide YPAA updates.

6. Communicates with area YPAA organizations for flyers, announcements, etc. on all upcoming YPAA happenings to include on outreach table at PTYPAA events.

7. Chairs NCCYPAA Bid/Host Committee when applicable.

-Assembles Host Committee according to NCCYPAA advisory council guidelines.

8. Attends PTYPAA and steering committee meetings.