

# Northeast Pennsylvania Young People in AA (NEPYPAA)

## Bid Committee for PENNSCYPAA By-Laws

*As Amended on December 7, 2025*

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# MISSION STATEMENT

The Northeast Pennsylvania Bid Committee for PENNSCYPAA is made up of young—and young at heart—members of Alcoholics Anonymous who are united in carrying a message of hope through the principles of the 12 Steps, 12 Traditions, and 12 Concepts for World Service. Our experience has shown that we grow and stay sober through active service in A.A., including young people's service, General Service, and Intergroup. Our committee's purpose is to bid for—and ultimately host—the Pennsylvania State Conference of Young People in Alcoholics Anonymous in the Northeast Pennsylvania region.

## ARTICLE 1 - PURPOSE & STRUCTURE

### 1.1 PURPOSE

The purpose of this document is to guide and ensure the effective operation of the Northeast Pennsylvania Young People in AA (NEPYPA) Bid Committee for PENNSCYPAA, hereafter also referred to as "NEPYPA" or "committee" with the utmost regard to the 12 Steps, 12 Traditions, and 12 Concepts for World Service of Alcoholics Anonymous, and the many guiding principles of our fellowship.

### 1.2 STRUCTURE

The committee will include members of AA that are willing to serve in the capacity agreed upon. The suggested positions to be filled are for the basic needs to facilitate the bidding process and shall include Chairperson, Co-Chairperson, Secretary, Treasurer, Events/Activities, Site, and Outreach. Additional positions are at the discretion of the current committee.

### 1.3 COMMITTEE PROCEDURES

All committee meetings shall be no longer than an hour and a half (1.5 hours) unless a committee majority votes to extend the meeting.

#### 1. Order of Agenda

- a. Open with Serenity Prayer
- b. Roll Call/Attendance
- c. Reading of tradition and concept of the month
- d. Read/make motion to except previous month's meeting minutes
- e. Committee Chair Reports
- f. Old Business
- g. New Business
- h. 7<sup>th</sup> Tradition
- i. Close with Responsibility Statement

## 2. Minutes

- a. The Secretary is to prepare each meeting's minutes.
- b. Copies of minutes are to be available to A.A. members upon request (Secretary will post in the BAND app's folder entitled "Meeting Minutes" and in the shared NEYPAA Google Drive).
- c. The minutes will be read prior to the committee meeting.
- d. The committee Chair is responsible for conducting the meeting to allow the Secretary to make the most accurate notes possible.
- e. The committee Chair will honor all requests for clarification from the Secretary.

## 3. Reports

- a. Reports shall inform the bid committee of the status, progress, and direction of the individual or sub-committees.
- b. All committee Chairs/Liaisons shall give a report to the committee at every regularly scheduled committee meeting. All reports will be concise and well prepared.
- c. Following each report, the floor will open for questions and discussion.

## 4. Motions and Voting Procedures

- a. For a motion to be discussed and voted upon, it must be seconded by another member of the committee.
- b. Motions that were tabled from a previous meeting are brought up for discussion during Old Business. New motions are brought up for discussion during New Business. Any member may submit a motion for New Business prior to the committee meeting or during New Business.
- c. A simple majority (greater than 50%) is required to pass each motion. d. Motions may be withdrawn by the member making the motion at any time prior to the vote.
- e. Motions may be amended by the committee at any time prior to the vote. Any member may make a motion to amend which would need to be seconded and passed by simple majority. If the motion to amend passes, the committee then returns to voting on the amended motion, otherwise the committee returns to voting on the original motion.
- f. The Chair may not make motions, second them, or vote under any circumstances.
- g. After a motion is seconded, the Chair will seek out discussion from the committee both pro and con.
- h. Any member may make procedural motions (Point of Order, Point of Clarification, etc.) at any appropriate break in discussion.
- i. Members may vote for, against, or abstain from voting.
- j. An abstention vote is not counted in the vote total.
- k. Automatically following a vote, the minority opinion has an opportunity to be voiced by a person in the minority. This motion to "reconsider the original motion" requires a simple majority

to pass. If a simple majority votes against “reconsidering the original motion,” then the original vote stands and minority opinion no longer applies.

I. Minority opinion and motions to reconsider may not be made by anyone who abstained from voting. However, if a motion to reconsider is seconded, those who initially abstained may vote in the motion to reconsider vote. If the motion to reconsider passes, those who initially abstained may participate in both discussion and voting on the original motion.

## 5. Rules of Discussion

- a. Discussion will begin by the Chair asking, “Is there any discussion?” The Chair will then call on members who have their hands raised.
- b. No person, except for the Chair/Co-Chair, shall ever interrupt a speaker while he/she has the floor unless a question of procedure arises, or a prayer is called.
- c. The Co-Chair will note the order of people who have raised their hands and assist the Chair in discussion proceedings.
- d. The Chair/Co-Chair may only interrupt a speaker for the following reasons:
  - i. Speaking off topic.
  - ii. Speaking too long.
  - iii. Repeating the previous points at length.
- e. At the conclusion of discussion the Chair will ask the Secretary to repeat the motion on the table and a vote will ensue.

## 6. Appendix

- a. All on the committee are responsible for observing the by-laws. The Chair is responsible for observing, enforcing, and maintaining the rules of procedure.
- b. In the event of a unique condition not covered here, the Chair may suggest a method of fair resolution. This would need majority approval of the committee to move forward and would only apply to the unique condition at that time.
- c. Any committee member who persists in not following the by-laws and is disruptive to procedural advancement will be asked by the Chair to “Come to order”. Should that member continue to disrupt procedural advancement, the Chair may suggest a break, call for adjournment of the meeting, or call for a vote to request that person to temporarily leave the meeting. Should the latter occur, that member is welcome to return once composed and is still a committee member in good standing. God's will, as expressed in group conscience, shall prevail. Our common welfare should come first. Personal recovery depends upon A.A. unity.

# ARTICLE 2 - MEETING OF THE COMMITTEE

## 2.1 REGULAR COMMITTEE MEETINGS

Meetings shall be called to order by the Chairperson at 11:00 AM EST on the first Sunday of every month as a hybrid meeting, unless circumstantial incidents or events deem otherwise. The Co-Chair may be required to lead the meeting in the Chair's absence. Physical location of the meeting shall take place at the NEPA Intergroup Office located at 422 N Main St, Pittston, PA 18640 or another location agreed to by a simple majority of committee members.

## 2.2 SUB-COMMITTEE MEETINGS

1. The committee chairperson or co-chair can hold sub-committee meetings at their discretion whether there is a chair for that sub-committee or not.
2. Any sub-committee chair may hold sub-committee meetings at their discretion.
3. Sub-Committee meetings should be scheduled with care given to the time, day, and location, as well as other scheduled sub-committee meetings so those interested can attend.
4. Sub-Committee minutes will be posted in the BAND app and NEPYPA Google Drive. Those minutes are to be brought to the monthly meeting during reports.
5. Each elected sub-committee chair and co-chair has a "Right of Decision" as described in Concept 3 of the 12 Concepts for World Service (see next paragraph). This means that each chair and Co-Chair has great freedom in how they choose to fulfill the duties of their position. However, it is understood that each chair will give a report of their plans, decisions and actions at each bid committee meeting and that adequate consultation with the committee officers will inform any important decisions and actions.

"This 'Right of Decision' should never be made an excuse for failure to render proper reports of all significant actions taken; it ought never be used as a reason for constantly exceeding a clearly defined authority, nor as an excuse for persistently failing to consult those who are entitled to be consulted before an important decision or action is taken." (Excerpt from Concept Three, AA Service Manual)

The 'Right of Decision' may not be cited as the reason a Subcommittee Chair did not submit their reports and materials to the Chair.

## 2.3 NOTICE OF MEETINGS

Notice of any change in regular meeting dates, time, and/or place shall be given verbally, through text message, group sites (currently GroupMe and the BAND app), or by email to each committee member. The Chairperson will be responsible for making this notice to all committee members via text message, email, and/or through the agreed upon group communication app/website.

## 2.4 QUORUM

The presence of 4 members of the committee shall constitute a quorum for the purpose of conducting business at the meeting.

## 2.5 VOTING MEMBER & VOTING

1. To be a member with voting rights, you must either:

- a. Attend 2 consecutive business meetings at which time you will receive the status of "Member at Large" and be officially included in our roster OR
  - b. Obtain an elected position on the committee
2. All motions must pass by simple majority unless otherwise specified elsewhere in these by-laws.
3. Any A.A. member who is unable to attend an election may stand for a position via proxy. The absent candidate should write a brief statement explaining the reason for their absence and why they feel qualified for the position. They should ask someone in attendance to present the statement on their behalf at the appropriate time.
4. If a candidate stands to fill a position unopposed, they may be accepted by acclamation with a majority vote.
5. A suggested time requirement is listed next to each committee position. These time requirements refer to a member's current length of continuous sobriety.
6. Absentee voting is not permitted.

## ARTICLE 3 - OPERATING COMMITTEE

### 3.1 COMPOSITION

Committee members shall elect an operating committee consisting of, but not limited to, a Chairperson, Co-Chairperson, Secretary, Treasurer, Events/Activities, Sites, and Outreach. The Chairperson, Co-Chairperson, and the By-Laws Chair must have served on a YPAA committee for at least one year before being elected to these positions. In the event this is not possible, these positions may be filled with the best candidate as chosen by election. Upon election, committee members shall serve for one year and may be reelected to one additional term. In the case that there is no viable candidate for a position, previously serving committee members may be reelected at the discretion of the committee. Committee members shall use the election guidelines found in Article 2.5 "Voting Member & Voting" or the AA Service Manual.

### 3.2 OPERATING PROCEDURE

All committee meetings shall run using the guidelines from the General Service Manual of A.A. and/or suggestions by Roberts Rules of Order.

### 3.3 ELECTIONS

1. In the spirit of rotation, all positions will serve for one bidding year. Extension of service positions and reelections are at the discretion of the committee. In the case the elections have not been conducted prior to the end of the bidding year the current committee will serve for an extended time until the committee can hold elections. Third legacy procedure will be followed for election voting.
2. Third Legacy Procedure is as follows (see attachment for flow chart outlining the process below):
  - a) The names of eligible candidates are posted on a board. All voting members cast written ballots, one choice to a ballot. The tally for each candidate is posted on the board.
  - b) The first candidate to receive two-thirds of the total vote is elected.

- c) Withdrawals start after the second ballot. If any candidate has less than one-fifth of the total vote, his or her name is automatically withdrawn — except that the top two candidates must remain. (In case of ties for second place, the top candidate and all tied runners-up remain as candidates.)
- d) After the third ballot, candidates with less than one-third of the total vote will be withdrawn automatically, except the two top candidates remain. (In case there are ties for second place, the top candidate and all tied runners-up remain as candidates.)
- e) After the fourth ballot, if no candidate has two-thirds of the total vote, the candidate with the smallest total is automatically withdrawn, except that the top two candidates remain. In case there are ties for second place, the top candidate and all tied second-place candidates remain.
- f) At this point, the Chairperson asks for a motion, second, and a simple majority of hands on conducting a fifth and final ballot.
- g) If this motion is defeated, balloting is over and the choice is made by lot—“going to the hat”—immediately.
- h) If the motion carries, a fifth and final ballot is conducted.
- i) If after the fifth ballot no election occurs, the chairperson announces that the choice will be made by lot (from the hat). At this point, the top two candidates remain. In case there are ties for first place, all tied first place candidates remain. In case there are no ties for first place, the top candidate and any tied second-place candidates remain.
- j) Lots are then drawn by the teller, and the first one “out of the hat” is elected.

### 3.4 ATTENDANCE

1. A break in continuous sobriety is considered an automatic resignation of one's elected committee position and it is the Chairperson's responsibility to notify that person.
2. In the event the committee votes to relieve a member of their elected position, it is the Chairperson's responsibility to notify that person of the decision.
3. Each member of the committee is expected to be present at the committee meetings, committee events, fellowship outings, and outreach opportunities. Notifications of absences can only be taken by the Chairperson, Co-Chairperson, or Secretary. It is at the Chair's discretion to determine whether a committee member who comes to a meeting late or leaves early will be considered absent or present.
4. Misappropriation of committee funds shall result in automatic resignation of committee position.
5. If you have a job commitment or other legitimate outside commitment, keeping you from attending business meetings and you have a position, the committee will waive the attendance policy if you provide your report in advance - via text, email, messenger, calling in, etc.- to the Chair, Co-Chair, or Secretary.

### 3.5 QUALIFICATIONS FOR REMOVAL

Failure to attend two consecutive committee meetings without prior notice to the Chair, Co-Chair, or Secretary will result in an automatic warning from the Chair. Failure to attend the next meeting will result in a call to vote on whether the person must forfeit their trusted servant position.



### 3.6 MOTIONS

Motions and resolutions shall require a simple majority vote of those present. Committee members (besides the Chair) have one vote and will vote on all matters. Once a motion is voted on and passed it cannot be brought up for amendment.

### 3.7 BY-LAW AMENDMENTS

Proposing changes to the by-laws can be initiated by any committee member. The By-Laws Chair will assist in facilitating proposed changes. In the event there is no By-Law Chair, the Co-Chair will take on the responsibility. All proposed amendments shall be presented in writing via email to all committee members no less than 15 days prior to the next committee's monthly meeting. The proposed amendment will then be debated and voted upon at the next monthly committee meeting. If approved, copies of the new by-laws shall be emailed to all committee members, posted to the BAND app, and to the NEYPAA website.

## ARTICLE 4 - FINANCIALS & COUNCIL DOCUMENTS

### 4.1 BANK ACCOUNTS

1. The committee's financial transactions shall be made through its bank accounts. The bank accounts should not be used for anything other than committee business.
2. All committee financial transactions will be made through its bank account. No member will expense committee funds over \$50.00 without first receiving approval from the 3 trusted servants of the committee who are signatories on the bank account: Chair, Co-Chair, & Treasurer. A transaction under \$50.00 only requires approval from the Treasurer.
3. It is up to the discretion of the current committee to vote on the following: the previous year's bank signers will have 30 days to add the new Chair, Co-Chair, Treasurer, and Co-Treasurer as signers.
4. The committee will endeavor to maintain a prudent reserve of \$500.00 in its bank account.
5. The bank account will be used exclusively for Bid Committee business.

### 4.2 EXPENSES

No member of the committee shall incur expenses in the committee's name without approval from the Treasurer in advance.

### 4.3 MATERIALS AND DOCUMENTS

All materials of the committee shall be deemed property of the committee and passed out down to our successors. Committee materials should not be used for anything other than committee business. These materials should not be used in group or area business. All documents and revisions existing and produced will have a current date affixed as part of those documents.

## 4.4 PRUDENT RESERVE

The committee shall endeavor to maintain a prudent reserve. It is so designated that \$500.00 be maintained as a prudent reserve. The reserved funds are arbitrary figures based on current economic conditions and can be altered by a simple majority vote.

# ARTICLE 5 - OFFICERS & CHAIRS

## 5.1 RECITALS

The following trusted servant positions are elected by Third Legacy voting procedure (see attachment for flow chart and reference Article 3.3.2 Elections). Each position carries a one-year term.

## 5.2 COMMITTEE CHAIRPERSON

Suggested minimum length of sobriety: 2 years.

Suggested to have served on a YPAA committee for at least one year before being elected. Dedicates a large amount of personal time to the commitment. Shall have a solid understanding of A.A.'s 12 Steps, 12 Traditions, and 12 Concepts of World Service. Shall have service experience in a leadership role. Holds all elected committee members accountable for the duties of their position and ensures that all tasks are accomplished. In the event the committee votes to relieve a member of their elected position, it is the Chair's responsibility to inform him or her of the committee's decision. Should keep well informed of what is happening on each subcommittee and assist as needed with the help of their Committee Co-Chairperson. Shall announce the agenda for all committee meetings. Shall open committee meetings and maintain meetings in a reasonable order. Shall recognize members entitled to the floor. States and puts to vote all motions properly made and seconded. Announces the result of all votes. Affixes his/her signature to all committee actions. Acts as one of three signatures on all bank accounts. Is responsible for monitoring the committee's email address (Gmail). The Committee Chairperson does not get a vote on committee matters. Shall have logins and passwords for all associated Bid Committee accounts for NEPYPAA (including but not limited to: BAND app, Gmail, Venmo, online banking, Paypal, website, GroupMe).

## 5.3 COMMITTEE CO-CHAIRPERSON

Suggested minimum length of sobriety: 1 year.

Suggested to have served on a YPAA committee for at least one year before being elected. Assists and supports the Chair with the overall functioning of the committee. Should have a working knowledge of A.A.'s 12 Steps, 12 Traditions, and 12 Concepts of World Service. Assists Chairperson with ensuring that all tasks are accomplished. Acquires knowledge of how to carry out the duties of the Chairperson. In the absence of the Chairperson, the Co-Chair shall accept the full duties of the Chairperson. Shall arrange for all committee meetings. Shall carry out the various duties assigned by the Chair. Shall act as the Bid Committee liaison to all current bid committees for PENNSCYPAA. Shall answer any questions posed by the bid committees or refer said questions to the appropriate committee members. In the event there is no committee member holding the By-Laws Chair, the Co-Chairperson is responsible for reminding the committee of the bylaws and/or updates to the bylaws as needed.

## 5.4 TREASURER

Suggested minimum length of sobriety: 2 years.

Must have a job or be retired from a job, personal bank account and permanent home address. Must have access to a computer and Microsoft Excel. Shall have experience managing budgets and committee service experience. Must have the appropriate documentation to establish a checking account at a local bank. Ensures that rents and bills/accounts are paid on time and reconciles bank accounts monthly. Maintains books (proper accounting), makes deposits, and withdraws as needed. Keeps accurate financial records of all committee transactions. Gives financial reports at committee meetings. Submits a year-end financial statement annually. Will have in his/her possession at committee meetings: all bank statements, deposits, and checkbooks in order to be prepared to make deposits and disbursements as required. Maintains all accounts to be subjected to inspections at any time. Be one of the three signatories on all bank accounts. Will have the login and password credentials to access the NEPYPA PayPal and Venmo. Shall sign up with Venmo with the above referenced bank account attached. In the event Venmo cannot be utilized by the treasurer the Committee Chairperson will be responsible for setting this up.

## 5.5 CO-TREASURER

Suggested minimum length of sobriety: 1 year.

Must have a job or retired from a job, personal bank account, and permanent home address. Shall have experience managing budgets and committee service experience. Acts as one of 3 signers in proxy of the treasurer or if he or she assumes the vacated position on the committee's bank account. Confirms the accuracy of all Treasurer's reports. Acquires knowledge of how to carry out the duties of the Treasurer. Carries out the various duties assigned by the Treasurer and assists in maintaining financial records. In absence of the Treasurer, accepts full responsibilities of the Treasurer. If the Treasurer's position is vacated for any reason, the Co-Treasurer will immediately rotate into the position of Treasurer for the duration of the term.

## 5.6 BY-LAWS CHAIR

Suggested minimum length of sobriety: 2 years.

Suggested to have served on a YPAA committee for at least one year before being elected. Assists and supports the Chair with the overall functioning of the committee. Should have a working knowledge of A.A.'s 12 Steps, 12 Traditions, and 12 Concepts of World Service. Reports and summarizes the tradition and concept for each month at the beginning of the committee meeting. Keeps the committee informed if decisions or actions may conflict with traditions or by-laws.

## 5.7 SECRETARY

Suggested minimum length of sobriety: 1 year.

Acts as a custodian of all committee materials such as updating and keeping a current committee roster. Keeps accurate minutes of all committee meetings, including exact wording for all motions, as well as major points of discussion. Responsible for submitting minutes for

review to the committee within 72 hours of the close of business meetings. Furnishes information from the minutes and committee decisions to anyone who requests it.

## **5.8 ASSISTANT SECRETARY**

Suggested minimum length of sobriety: 6 months.

Shall assist the Secretary in the performance of the duties of the Secretary and shall perform such duties in the absence of the Secretary.

## **5.9 EVENTS/ACTIVITIES CHAIR**

Suggested minimum length of sobriety: 1 year.

Responsible for conceptualizing, arranging, hosting and promoting financially solvent fundraisers to raise money for Host Committee expenses. Has knowledge of A.A. Traditions and plans events in accordance with them. Coordinates event budgets with the Treasurer. Works closely with Outreach and Graphics & Merchandise Chairs to produce outreach materials for all scheduled events. Develops ideas for events and arranges/oversees all aspects of such events, including but not limited to place, date, time, speakers, costs, refreshments, etc. Recruits volunteers to help organize and run all events. May form a subcommittee and hold regular meetings, keeping the full committee informed of discussions and actions taken at these meetings.

## **5.10 OUTREACH CHAIR**

Sobriety suggestion: 1 year.

Responsible for outreaching the bid committee and upcoming events in our area. Make contacts in person, via email and social media. Travels to different meetings in the area. In conjunction with the Website & Social Media Chair, posts electronic event flyers to YPAA groups and NEYPYAA Bid groups on social media.

Hangs flyers in locations where Alcoholics Anonymous meetings are held. Expected to have access to any social media required for outreach and adhere to the traditions outlined in all literature approved by Alcoholics Anonymous. Expected to have access to a mode of transportation.

Communicates with the other PENNSCYPAA bid outreach chairs.

## **5.11 CO-OUTREACH CHAIR**

Suggested minimum length of sobriety: 6 months.

Shall assist the Outreach Chair in carrying out all necessary Outreach functions. Shall accept full duties of the Outreach Chair in his/her absence.

## **5.12 NEYPYAA BID BOOK & SITE CHAIR**

Suggested minimum length of sobriety: 1 year.

Must form a subcommittee. Holds bid requirement subcommittee meetings with an agenda directed towards positions that are responsible for bidding requirements. Those positions are

Secretary, Treasurer, Hotel, Graphics, Merchandise, Service, and their respective Co-Chairs. Presents Bid Book reports with progress noted in reports. Sends copies of the bid book to both Advisory and all NEPYPA members to be reviewed before the conference.

Responsible for identifying, researching, making contact, visiting, and procuring requests for proposals from all suitable venues for hosting the relevant conference. Responsible for providing copies of all RFP's for bid book submission.

Responsible for all interactions with host hotels/sites during negotiation and bidding process. Will be an active member of the outreach subcommittee.

## 5.13 WEBSITE & SOCIAL MEDIA CHAIR

Suggested minimum length of sobriety: 1 year.

Responsible for creation and maintenance of the website and social media accounts, and to assure we are linked to sister sites and all relevant YPAA pages. Responsible for maintaining up-to-date website content, including but not limited to, all outreach and events materials, committee information, etc. in adherence with A.A. Traditions. Works together with the Events/Activities, Graphics & Merchandise, and Outreach Chairs to make sure all outreach/events materials are posted and removed from the website and social media accounts (if applicable) in a timely manner. Monitors incoming committee email correspondence through the website and forwards all incoming correspondence to the committee or relevant members. Creates registration pages for events and for NEPYPA on the website.

## 5.14 UNITY, FELLOWSHIP, AND SERVICE CHAIR

Suggested minimum length of sobriety: 1 year.

Responsible for helping people get involved in service, monitors inactive members, provides prayer, diffuses arguments, & helps with Northeast Pennsylvania Bid Committee for NEPYPA outreach and service tables at events.

Tracks and announces committee members anniversaries and promotes social gathering outside of events.

Identifies, makes contact, and procures service commitments for the committee in the community.

Will be an active member of either the events/activities and/or outreach subcommittees.

## 5.15 REGISTRATION CHAIR

Suggested minimum length of sobriety: 6 months.

This position will be filled if awarded the PENSYPAA bid to hold the state conference.

Works with the Outreach Chair to identify and attend other YPAA or AA events pertaining to pre-registrations and registrations for all events and NEPYPA. Works with the Website & Social Media Chair in utilizing the committee website for organizing pre-registrations. Keeps accurate records of in person and/or online registrations for review by the committee.

## 5.16 GRAPHICS & MERCHANDISE CHAIR

Suggested minimum length of sobriety: 6 months.

Has access to a computer with appropriate digital technologies (Adobe Photoshop and Adobe InDesign or equivalent and/or the willingness to utilize template design resources). Produces all appropriate material requiring graphics (which may include flyers, banners, tickets, t-shirts, newsletters, etc.) This is a time-intensive position; the Graphics & Merchandise Chair should be comfortable adhering to deadlines. Works closely with the Events and Outreach Chairs in order to produce outreach materials for all scheduled events.

Responsible for identifying various vendors for merchandise. Responsible for negotiation, procurement, sales, and safekeeping of merchandise. Keeps detailed records of merchandise bought, sold, and/or given away. Tracks, monitors, and logs all committee supplies and ensures proper storage and keeping. Will be an active member of the outreach subcommittee. Brings merchandise to Northeast Pennsylvania Bid Committee for NEPYPAA hosted events and other YPAA events and conventions to fund raise. Responsible for the storing and transporting of committee inventory supplies to and from events.

## 5.17 ARCHIVIST

Suggested minimum length of sobriety: 1 year.

Act as the holder of all factual material (documents, memorabilia, traveling showcases, etc.) in such a way that there can be no substantial distortion of our history. Shall be the liaison between the AA General Service Office Archivist, Intergroup Archivist, and the PENNSCYPAA Conference pertaining to all NEPYPAA archives issues. Shall act as liaison to all archive matters and displays for any conferences. The Archivist shall at times act in accordance with the 12 Traditions, being especially concerned with protecting members' anonymity, and in accordance with the 12 Concepts for World Service, exercising the appropriate authority while always remaining accountable to the guidance of the Conference.

## 5.18 OFFICER-AT-LARGE

Suggested minimum length of sobriety: 1 year.

Shall act as a trusted servant who supports the NEPYPAA committee by assisting with general responsibilities that are not assigned to a specific service position. This role provides flexibility and helps ensure the smooth functioning of the committee by stepping in where needed, taking on special tasks, and offering support to other officers and subcommittees. The Officer-at-Large helps maintain continuity, strengthens unity, and upholds the principles of A.A. service—always placing the welfare of the committee and its mission above personal preference.

## 5.19 MEMBERS-AT-LARGE

Suggested minimum length of sobriety: Any length of sobriety.

Members-at-large are recognized when they express their desire to do so and furnish contact information to the Chair, Co-Chair, or Secretary. Is encouraged to become an active member of the events/activities and/or outreach subcommittee.

# ATTACHMENTS

## A. Third Legacy Procedures

