

WACYPAA Advisory Council By-Laws

Approved on 2/1/97; amended 1/2/98, 6/6/98, 1/2/99, 4/24/99,
11/27/99, 5/6/00, 12/30/00, 5/2/01, 05/04/02, 08/30/02,
03/15/03, 12/30/04, 08/20/05, 6/4/10 updated 12/12/08,
5/29/2009, 6/6/2009

Table of Contents

1. Preamble
2. Scope of Conference
3. Structure of the Advisory Council
4. Operating Committee
5. Additional Advisory Positions
6. Operating Procedures
7. Meetings
8. Selection of a Conference Site
9. The Conference

1. Preamble.

We, the members of the WACYPAA Advisory Council, have formed for the purpose of establishing a rotating body of past WACYPAA Host Committee members who shall act as guardians of the conference integrity and experience. The WACYPAA Advisory Council is a service body, which is directly responsible to all AA members who wish to participate in anything having to do with WACYPAA. *In all its proceedings, the WACYPAA Advisory Council shall observe the spirit of the A.A. Tradition, taking great care that the Conference never becomes the seat of perilous wealth or power; that sufficient operating funds, plus an ample reserve, be its prudent financial principle; that none of the Advisory Council members shall ever be placed in a position of unqualified authority over any of the others; that all important decisions be reached by discussion, vote, and, whenever possible, by substantial unanimity; that no Advisory Council action ever be personally punitive or an incitement to public controversy; that though the Advisory Council may act for the service of WACYPAA, it shall never perform any acts of government; and that, like the society of Alcoholics Anonymous which it serves, the Advisory Council itself will always remain democratic in thought and action. As such, it will make itself available to answer questions from any AA member who wishes. It also places itself at the disposal of the current Host Committee, and all Bid Committees to offer any assistance, which is within its power to provide. We recognize that not all AA members will find our conference necessary to their recovery from alcoholism; we aim only to serve those who desire our assistance.

(Adopted 2/1/97, San Francisco; amended 1/2/98, Scottsdale, 1/2/99, Portland)

*(Adapted from The A.A. Service Manual adopted by the General Service Conference on April 26, 1962)

2. Scope of Conference.

The scope of the Conference shall cover the following areas: the American states of Alaska, Arizona, California, Colorado, Hawaii, Idaho, Montana, Nevada, New Mexico, Oregon, Utah, Washington, and Wyoming; the Canadian provinces of Alberta, British Columbia, and the Yukon Territory; and the Mexican states of Baja California Norte, Baja California Sur, Chihuahua, Durango, Sinaloa, and Sonora.

(Adopted 2/1/97, San Francisco; amended 1/2/98, Scottsdale)

3. Structure of the Advisory Council.

3.1. Host Committee Elections to Advisory Council.

Each Host Committee shall elect by “Third Legacy Procedure” (see AA Service Manual) three of its own members to serve a term of four years (their conference and four traveling conference) on the WACYPAA Advisory Council. All candidates for service on the Advisory Council must be members of Alcoholics Anonymous; have reached his or her eighteenth birthday; and have at least two years of continuous sobriety. The person must never have served on Advisory Council for WACYPAA. The incoming Advisory Council members will not be required to assume an active role until after their city has

concluded the conference. However, they are encouraged to participate in Advisory meetings during their conference and will have a recognized vote. Participation in the selection of the new host city is contingent on being present for the bid session and the entire deliberation session. Elections for Advisory Council Members should be held 2 – 3 weeks prior to the conference date.

(Adopted 2/1/97, San Francisco; amended 1/2/98, Scottsdale, 1/2/99, Portland, 4/29/99, Springdale, 12/30/00, San Francisco; 12/29/01, Denver; 05/04/02 Billings; 12/30/04 San Carlos)

* Alternates. Alternates shall be members of the host committee who are chosen, either by election of the host committee or appointment by the elected Advisory Council members from that host committee, in case he or she becomes unable to complete his or her term. All candidates for service on the Advisory Council must be members of Alcoholics Anonymous; have reached his or her eighteenth birthday; and have at least two years of continuous sobriety. The person must never have served on Advisory Council for WACYCAA.

(Adopted 2/1/97, San Francisco; amended 1/2/98, Scottsdale, 12/30/00, San Francisco; 05/04/02 Billings; 12/30/04 San Carlos)

Council Duties:

- Council & Chair will maintain regular contact with Mexican liaison/s to ensure member/s are properly informed on the various concerns of the conference and region.
- Chair will also introduce & review mentioned duties no more than (2) calendar weeks from their induction to council and also review said duties prior to annual or mid-year meeting no later than (2) calendar weeks from scheduled meetings.
- Mailing chairperson will work with liaison/s to ensure proper verbiage is associated with any information going to Spanish communities inclusive of but not limited to: intergroups, central offices, and YP groups.
- Archivist will maintain record of materials that directly reflect the history of WACCAA in the Spanish regions of the conference.

(Adopted 06/06/98, Portland, 05/04/02 Billings, moved to 3.1 8/3/07 Boise, renamed 6/6/2009, duties added 12/31/09 Eugene)

3.2. Resignation.

* Consumption of Alcohol. Any member of the Advisory Council who relapses will be considered to have resigned.

(Adopted 2/1/97, San Francisco; amended 1/2/98, Scottsdale; 05/04/02 Billings; 12/30/04 San Carlos)

* Resignation - Failure to Attend. Any Advisory Council member who fails to attend two consecutive meetings (bi-annual or conference) has voluntarily resigned, *any member of*

the advisory council who fails to attend two non-consecutive meetings will be considered for resignation pending decision by advisory council at next meeting. Meetings are defined as mid-year meeting, conference meeting, bid session and deliberations.

(Adopted 2/1/97, San Francisco; amended 1/2/98, Scottsdale; 12/29/01, Denver; 05/04/02 Billings, amended 12/28/06 Seattle)

3.3 Removal - The Advisory Council shall have the power, by a two-thirds majority of its membership, to remove any member of the Advisory Council for some, any, or all of the following causes:

a) Theft, fraud, or other deliberate illegal conduct damaging to the Conference's financial or reputational interests.

(Adopted 6/4/2010, Yosemite)

4. Operating Committee.

4.1. Operating Committee - Composition and Elections. At the end of the operating committee member's term or resignation, an election will be held for the said position, by "Third Legacy Procedure" (see AA service manual) for the following positions; Chairperson, Co-Chairperson, Secretary, Treasurer, Co-treasurer and a Mailing Chairperson, which shall comprise the Operating Committee. The Advisory Council may decide at any time to create other positions, which it deems necessary to have. Upon election, Operating Committee members will serve a term of two years, and may be re-elected to one additional Operating Committee term. Operating Committee members shall not take actions, individually or collectively, without the consent of the entire Advisory Council on behalf of the Advisory Council or WACYCAA.

(Adopted 2/1/97, San Francisco; amended 1/2/98, Scottsdale, 12/29/01, Denver, 6/4/2010, Yosemite)

4.2. Operating Committee Terms.

The Operating Committee shall consist of the following positions; Chairperson, Co-Chairperson, Secretary, Treasurer, Co-Treasurer and Mailing Chairperson. The Advisory Council may decide at any time to create other positions, which it deems necessary. All Operating Committee members will be elected by "Third Legacy Procedure" (see AA Service Manual) to serve a term of two years, not to exceed two terms or four years on the Operating Committee. Operating Committee members shall not take actions, individually or collectively, on behalf of the Advisory Council or WACYCAA without the consent of the entire Advisory Council.

(Amended 4/24/99, Springdale; 12/29/01, Denver; 05/04/02 Billings; 12/30/04 San Carlos)

4.3. Operating Committee - Eligibility.

Council Members must have been members of the Advisory Council for at least one previous conference during their current term before being eligible to serve on the Operating Committee. Any advisory member eligible to stand for an advisory council position, may stand for that position by proxy upon approval by the Advisory Council.

(Adopted 2/1/97, San Francisco; amended 1/2/98, Scottsdale; 12/29/01, Denver, 05/04/02 Billings, 08/30/02 Billings; 12/30/04 San Carlos, 8/3/07 Boise.)

Extension of Advisory Council:

Advisory Council Members shall be able to extend their stay on Advisory Council one time only by election to an Operating Committee position where they will serve an additional two years (not to exceed a total of four years on the Operating Committee or six years on the Advisory Council) at which time they will no longer be eligible to serve on the Advisory Council.

(Amended 12/29/01, Denver; 05/04/02 Billings; 12/30/04 San Carlos)

4.4. Chairperson. The Chairperson shall have the following duties and authority:

- (a) Arrange for and announce the agenda for all Advisory Council meetings;
- (b) Conduct all Advisory Council meetings according to reasonable rules of order;
- (c) Affix his or her signature to all Advisory Council actions;
- (d) Chairperson will inform council of any such actions prior to any signature.
- (e) Act as one of the three signatures on all bank accounts;
- (f) Sign the annual site contract on behalf of the Conference;
 - Chairperson will provide the opportunity for all current council members to review the site contract details and provide confirmation that the group & outside advisors have reviewed the contract prior to signature. It is also strongly encouraged to use the prior year's site contracts as reference in site considerations
- (g) Act as liaison to any AA member who has a request of the Advisory Council. All pertinent communication will be shared with other members of council
- (h) Maintain regular correspondence with all Advisory Council members to ensure that all Advisory Council tasks are being attended to and all matters of importance are communicated immediately.
- (i) Stand ready to assist in any tasks where assistance is requested or required;
- (j) Keep the Co-Chairperson apprised of all Advisory Council activities
- (k) Chairperson (or) Co-Chairperson will secure the conference banner between conferences, turn the banner over to the Host Committee for display at the beginning of each Conference, and collect the banner again after the closing meeting of the Conference.

(Adopted 2/1/97, San Francisco; amended 1/2/98, Scottsdale; 05/04/02 Billings, Amended 12/31/20 Eugene.)

4.4.1 Post Office Box.

The Advisory Council shall maintain a post office box for all correspondence which will serve as the official mailing address for the Advisory Council, and the Chairperson shall

make certain that the mail is forwarded to the current Treasurer in a timely manner, and see that the post office box rent is paid on time.

(Adopted 2/1/97, San Francisco; amended 1/2/98, Scottsdale; 05/04/02 Billings; 12/30/04 San Carlos)

4.5. Co-Chairperson.

The co-chairperson shall, in the absence of the chairperson, accept the full duties of the Chairperson; carry out the various duties assigned by the Operating Committee; act as liaison between the Advisory Council and the General Service Office; be one of three signatures on all bank accounts; and remained fully informed on all Advisory Council matters. The co-chair shall also be responsible for maintaining and distributing the Host Committee packet and the Bid Committee packet. Additionally, the co-chair shall collect and maintain a contact list for the WACYPAA region. A contact is identified as someone who is willing to be contacted by members of the Advisory Council and host committee for purposes of outreaching WACYPAA.

(Adopted 2/1/97, San Francisco; amended 1/2/98, Scottsdale and 6/6/98, Portland, 12/29/01 Denver, 8/3/07 Boise.)

4.6. Treasurer.

- The treasurer shall: keep accurate financial records of all Advisory Council transactions; give financial reports at Advisory Council meetings; submit a financial statement at each meeting; have in his or her possession at Advisory Council meetings all bank statements, deposit slips and check books, in order to be prepared to make deposits and disbursements at Advisory Council meetings; maintain all accounts to be subject to inspection at any time; be one of three signatures on all bank accounts; and bring signature cards to all Advisory Council meetings where an election to the Operating Committee will take place so that signatures can be readily updated. Treasurer will communicate with host committee treasurer the advisory operating budget and how that is met. Treasurer will keep the co-treasurer abreast of all Advisory Council treasury activity.

(Adopted 2/1/97, San Francisco; amended 1/2/98, Scottsdale; 12/29/01, Denver, amended 6/6/09 Eugene)

4.6.1 Co-treasurer

The co-treasurer shall, in the absence of the treasurer, accept the full duties of the treasurer; carry out the various duties assigned by the Operating Committee; and be one of the three signatures on all bank accounts.

(Moved 6/4/2010 Yosemite)

4.7 Secretary.

The secretary shall: act as custodian of all Advisory Council materials; keep accurate minutes of all Advisory Council meetings which record all actions of the Advisory Council (exception: when site selection is being discussed, only the results shall be recorded); furnish information from Advisory Council records when appropriate; answer all correspondence promptly and to the will of the majority of the Advisory Council members; bring copies of all business documents including agenda, minutes, bylaws, and Facts, Aims, and Purposes to each business meeting; furnish minutes of the Advisory Council meetings to all Advisory Council members in a timely manner; see to it that an Advisory Council letterhead is established for use by all Advisory Council members in any official Advisory Council correspondence; furnish copies of all correspondence to all Advisory Council members on all matters affecting the Advisory Council, WACYPAA as a whole, or AA; send out copies of the advisory council minutes within 30 days of the last meeting; furnish the General Service Office with the current Advisory Council mailing list including a list of the current Operating Committee, and the current conference registration form.

(Adopted 2/1/97, San Francisco; amended 1/2/98, Scottsdale; 05/04/02 Billings; 12/30/04 San Carlos)

4.8. Mailing Chairperson.

The mailing chairperson shall: build and maintain a WACYPAA mailing database of intergroups, central offices, and YP groups; obtain from the current host committee an official conference registration form at the earliest possible date, as well as any other material which the Advisory Council deems in the best interest of WACYPAA; coordinate at least one mailing to the entire list per year (if at all possible, two mailings should be done, with finances being the only consideration for not doing two).

The Advisory Council will have ultimate responsibility for financing the mailings. However, financial assistance from the Host Committee will be welcomed and encouraged if it is in a position to contribute.

(Adopted 2/1/97, San Francisco; amended 1/2/98, Scottsdale; 12/29/01, Denver; 05/04/02 Billings; 12/30/04 San Carlos)

5. Additional Advisory Positions:

5.2. Archivist.

As almost any shred of material may one day be important in keeping our history intact, the archivist shall: act as holder of all factual material (documents, memorabilia, traveling showcases, etc.) in such a way that there can be no substantial distortion of the material; act as liaison between the GSO Archivist and the Advisory Council pertaining to all WACYPAA archive issues; follow, to the best of his/her ability, the Archive Guidelines set forth by GSO; act as liaison between the Advisory Council and the Host Committee Archives Committee pertaining to all archives matters (displays for the conference, material to be collected before, during, and after the conference), *prepare, distribute, collect the final conference report from the host committee, and include the previous*

conference feedback in the archivist report; and have on display the Advisory Council minutes.

The archivist position must be filled by a present, or a past Advisory Council member. This person must have served at least one year on the Advisory Council before being eligible to serve as archivist; must be able to serve a four year term; and, if a past Advisory Council member serves as the archivist, he/she is not required to attend the conference, but suitable arrangements must be made for the transportation and display of archives at the conference and for the submission of the annual report.

The archivist must at all times act in accordance with the 12 Traditions, and the 12 Concepts of AA, being especially concerned with the protection of members' anonymity. To this end, the archivist shall exercise appropriate authority, while always remaining accountable to the guidance of the Advisory Council, and the Host Committee.

The archivist must submit a written report at the annual Advisory Council meeting which details all activities of the previous year, include a detailed account of expenses associated with that year's activities, and submit a projected budget for the coming year.

The archivist is welcome to attend all Advisory Council meetings, and will have a voice. However, if the archivist is a past member of Council, he or she will not have a vote. (Adopted 2/1/97, San Francisco; amended 1/2/98, Scottsdale, addition of conference report 1/17/08 Boise)

5.3. Website Chairperson.

The website chairperson is responsible for the maintenance of the WACYCAA website, www.wacypaa.org, which the advisory council controls.

(Adopted 12/29/01, Denver)

5.4. Outreach Chair

The Outreach Chair is a two year term. They shall act a liaison between known bid cities and AC. The Outreach chair shall have direct contact with the host Outreach Chair to assist with anything they need. They will maintain a regular correspondence with fellow AC members to ensure their assigned territories are getting outreach. The Outreach Chair is to assign territories to AC members. The Outreach Chair works with the Native American and Hispanic liaisons serving on AC to make sure outreach is being done to their assigned communities.

(Adopted 6/6/2009, Eugene).

5.5. Spanish Speaking Liaison.

This person will be elected from our general Advisory body for a term of four years, not to exceed a total of six years, and will assume duties to act as Liaison to Mexico GSO.

They will also be encouraged to attend at least one large scale Hispanic AA event per year, preferably the National Mexican Congreso or the US Hispanic convention. Preference will go to an AC member who has experience in Hispanic AA communities, but any AC member will be available to serve in this position, if there is no such AC member AC will seek representation from a past Hispanic Liaison that has served on a prior WACYPAA Host Committee.

5.5.1 Non Host City Representation from a Mexican National Liaison

The advisory council will seek non-host city representation from (2) **Mexican National Liaison** AA members and they may reside in Mexico or other areas of the WACYPAA region. They will be available to serve a full (4) year term from their induction to the advisory council.

Individual Duties:

- Incoming members will act as liaison to Mexico for concerns specific to WACYPAA
- Cooperate with the US Hispanic Liaison on outreach efforts to carry message of the annual conferences and foster bids from the Spanish speaking regions of WACYPAA.
- Assist the annual conference in communication & verification of Spanish documentation. This may include review of registration data, online information and/or related materials.
- Work with Hispanic liaison identify & keep current contacts in the Mexican service structure to ensure the annual conference is being outreached in Mexico and other areas of the WACYPAA.
- Keep host city and council aware of outreach opportunities or updates in the region.
- Assist on any mailings and/or email data that may go to prior conference attendees in Spanish community to ensure for accuracy & proper presentation.
- Work with council to provide updated bidding information in Spanish as needed. This may include updates to bylaws or other information in Spanish.
- Assist Co-chair and Hispanic liaison in maintaining & distributing the Host Committee packet and the Bid Committee packet for Spanish communities. Also advise and/or take part in the maintaining of the delegate territory structure specific to the Mexican or related Spanish communities within WACPAA. They may will also assist & advise on any contact the Hispanic Liaison has with Mexico GSO. They will also be encouraged to attend at least one large scale Hispanic AA event per year, preferably a National Mexican Congreso, US Hispanic convention, or other large scale AA events where the opportunity to reach the Spanish speaking community may be present.

(Adopted 5/2/01, Amended 12/29/01, Denver; 12/30/04 San Carlos, 6/4/2010, Yosemite)

5.6. Native Liaison.

This person will be elected from our general Advisory body for a term of four years not to exceed a total of six years. They will have the specific purpose of serving the Native Nations and the NA-GSO within our region. Preference will go to an AC member that is of Native descent but any AC member will be able to serve in this position. If there is no such AC member AC will seek representation from a past Native Liaison that has served on a prior WACYPAA Host Committee.

(Adopted 5/2/01, 12/29/01, Denver)

6. Advisory Council Operating Procedures.

6.1. WACYPAA Literature.

Advisory council maintained literature includes: By-laws; Facts, Aims and Purposes; Bidding Requirements; Conference Guidelines; Host Committee Packet (Introduction letter, WACYPAA Facts Aims and Purposes - Spanish and English, Bidding Requirements - Spanish and English, Timetable and Website/Email Information, Elections - Suggested Format and Positions, Finances, Outreach, Procedures, Phone Lists, Advisory Council and Delegate Elections, WACYPAA Hotel and Registration History/Guide, Past WACYPAA Hotel Contracts, Appendix: Examples of Committee Formats, AA Guidelines: Conferences and Conventions), Bid Committee Packet (Introduction Letter, Advisory Council Phone List, WACYPAA Facts Aims and Purposes - Spanish and English, WACYPAA Bid Requirements - Spanish and English, Suggested Election Format, Suggested Committee Positions and Descriptions, Suggested Business Meeting Format, WACYPAA Hotel History, Hotel Contract Guide).

(Adopted 05/04/02 Billings)

6.2. Revisions to WACYPAA Literature.

All Changes and updates to any Advisory Council documents (by-laws; Facts, Aims and Purposes; Bid Requirements, etc.) must be approved by 2/3 majority vote at an Advisory Council meeting.

(Adopted 2/1/97, San Francisco; amended 1/2/98, Scottsdale; 05/04/02 Billings)

Revisions to Bylaws, Etc. - Time to Submit. Any advisory council member proposing changes to advisory council documents should submit the exact language of their item to the chair to be placed on the agenda at least seven days before the meeting. Emergency proposals may be added to the agenda by a two-thirds majority vote.

(Adopted 2/1/97, San Francisco; amended 1/2/98, Scottsdale and 6/6/98, Portland; 05/04/02 Billings; 03/15/03 San Diego; 12/30/04 San Carlos)

6.3. Financial Transactions.

All Advisory Council financial transactions must be made through its bank accounts.

(Adopted 2/1/97, San Francisco; amended 1/2/98, Scottsdale; 05/04/02 Billings)

6.4. Authority to Incur Expenses.

No member of the WACYPAA Advisory Council should incur expenses (other than pre-approved budget items) on behalf of the Advisory Council without first receiving a two-thirds majority approval.

(Adopted 2/1/97, San Francisco; amended 1/2/98, Scottsdale; 05/04/02 Billings)

6.5. Budget Review Session

AC shall endeavor to maintain a prudent reserve which is determined at each annual budget session. A budget review session will be added to the agenda to occur annually at the midyear meeting, where the budget will be prepared by the treasurer and reviewed line-by-line by the Council and accepted by a 2/3 majority.

(Adopted 1/2/09, Reno).

6.6. Travel reimbursement

Discussion of travel reimbursement for AC will be held after the annual budget review session, and funds will be distributed contingent on the current financial status and by approval of the Advisory Council.

(Adopted 6/6/09, Eugene).

(1/2/09, Reno).

6.7. Distribution of Funds; Prudent Reserve; Seed Money.

The Operating Committee shall submit for approval the distribution of funds, not to exceed US\$2,000, to the newly selected host committee for the coming year's conference. The Advisory Council shall endeavor to maintain a prudent reserve of US\$5,000. This amount is in addition to an operating budget of US\$5,000 which the Council shall also endeavor to maintain. It shall also seek to maintain a conference support fund of US\$3,000 in case it becomes necessary. The prudent reserve, operating budget, and the conference support fund are arbitrary figures based on current economic conditions and can be altered by a simple majority vote of the quorum.

(Adopted 2/1/97, San Francisco; amended 1/2/98, Scottsdale; 12/30/04 San Carlos; moved to section 6.6 6/6/2009, Eugene.)

6.8. Welfare of AA.

The Advisory Council should always consider the welfare of AA as a whole before taking any actions, which may affect our fellowship. Please keep the 12 Traditions foremost in mind.

(Adopted 2/1/97, San Francisco; amended 1/2/98, Scottsdale; 05/04/02 Billings; 12/30/04 San Carlos)

6.9. Group Conscience.

The Advisory Council shall act as a body. No one member shall act independent of the majority opinion.

(Adopted 2/1/97, San Francisco; 05/04/02 Billings)

6.10. Use of Advisory Council Property.

The post office box, bank accounts, and other Advisory Council material shall not be used for anything other than Advisory Council business.

(Adopted 2/1/97, San Francisco; amended 1/2/98, Scottsdale; 05/04/02 Billings)

6.11. Continued Ownership by Advisory Council.

All materials of the Advisory Council shall be deemed property of the Advisory Council and passed on to its successors.

(Adopted 2/1/97, San Francisco; amended 1/2/98, Scottsdale; 05/04/02 Billings)

6.12. Enactment Dates.

All documents and revisions, existing and produced, shall have the enactment date thereof affixed as a part of the document.

(Adopted 2/1/97, San Francisco; 05/04/02 Billings)

7. Advisory Council Meetings.

7.1. Place, Quorum, Voting.

The Chairperson shall call for and arrange a meeting place and agenda for all Advisory Council meetings. A quorum of at least two-thirds of the Advisory Council members must be present in order for the Advisory Council to conduct business. Motions and resolutions shall require a simple majority vote of the quorum for approval. Conference site selection shall be done by "Third Legacy Procedure" (see AA Service Manual). All Advisory Council members shall have one vote and will vote on all matters. Absentia voting is not permitted. A two-thirds majority vote of the quorum is necessary to change the by-laws, or to rescind operating procedures.

(Adopted 2/1/97, San Francisco; amended 1/2/98, Scottsdale)

7.2. Closed Executive Sessions.

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

(Adopted 1/2/98, Scottsdale)

7.3. Other Valid Executive Sessions.

The Advisory Council may meet by conference call and consider it a legitimate business meeting, providing that quorum is met.

(Adopted 12/30/04, San Carlos)

8. Selection of Conference Site.

8.1 Bid Committees.

Bids for the hosting of next year's Conference shall be submitted by Bid Committees at the conference, in accordance with the bid requirements set forth by the Advisory Council. It is suggested that the composition of each Bid Committee be formed from AA members from the geographical area of that Bid Committee's proposed Conference site. (Adopted 1/2/98, Scottsdale)

8.2 Host Committee.

The Host Committee for the next conference shall be the Bid Committee whose bid is selected by the Advisory Council as set forth in section 8.3. The Host Committee is responsible for the planning and conduct of the next Conference.

(Adopted 1/2/98, Scottsdale)

8.3 Selection of the Conference Site.

The Advisory Council shall have sole and final authority over selection of the conference host city. In choosing the site of the conference, the focus is especially to reach those areas, which historically have had little exposure to such conferences. The Advisory Council will encourage the participation of all states, provinces and countries within the Conference scope. All bids will be given equal consideration, regardless of size, population, or location.

(Adopted 2/1/97, San Francisco; amended 1/2/98, Scottsdale)

8.4 Hosting of Conference If No Bid Presented.

In the event that no city presents a bid, an emergency meeting of the Advisory Council shall be called without delay. All past and present Advisory Council 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.

(Adopted 2/1/97, San Francisco; amended 1/2/98, Scottsdale)

9. The Conference.

9.1. Duties of Advisory Council.

The most important job that a member of the WACYCAA Advisory Council has is to encourage participation in our conference among the members of Alcoholics Anonymous in the scope of the Conference. This means encouragement both of AA members to attend, as well as to inspire the formation of Bid Committees to bid for the conference. Both of these actions will go a long way in preserving our continuity.

(Adopted 2/1/97, San Francisco)

9.2. Assignment of Territories.

Each year at the Advisory Council's annual meeting, all members of the Advisory Council will be assigned specific territories within the conference scope for outreach. All members of the Advisory Council will also be required to give a report on their outreach activities since the last meeting at the bi-annual Advisory Council meetings. The Advisory Council member assigned to an area/ territory may appoint a delegate(s) as needed to serve concurrent with the advisory council member assigned that area. As new members join the advisory group adjustments shall be made according to location and interest.

(Adopted 2/1/97, San Francisco; amended 1/2/98, Scottsdale; and 6/6/98, Portland;05/04/02 Billings; 12/30/04 San Carlos)

9.3. Designation of Conference; Conflicts with Other AA Functions.

All WACYPAAs shall be designated as such and be further distinguished by a number (WACYPAA 1, WACYPAA 2, and so on) so as to preserve autonomy and character. No WACYPAA shall ever be held in conjunction with any other function, AA or otherwise. All WACYPAAs shall also go to the greatest possible lengths not to schedule their conference in conflict with any other major AA function taking place in the scope of the conference.

(Adopted 2/1/97, San Francisco; amended 1/2/98, Scottsdale;05/04/02 Billings)

9.4. Host Committee Responsibility for Expenses; Transfer of Funds, Archives After Conference.

All WACYPAA host committees are obliged to pay all the bills involved with hosting their conference and cannot expect the Advisory Council to assume any financial responsibility for it. However, as stated in the Bidding Requirements, after all host committee bills are paid by the host committee, and all core expenses are covered for the advisory council, then the net proceeds shall be split equally between the host committee (for disbursement to AA service bodies in their area) and the advisory council, to the extent that such funds replenish the Advisory Council's prudent reserve, operating budget, and conference support fund to the levels set forth in section 6.2 above. All other material produced by the conference shall also be forwarded to the Advisory Council and go in its archives. Each host committee will have sixty days after the close of its conference to forward a financial statement and the net proceeds to the Advisory Council Treasurer. It shall be the responsibility of the newly elected members of the Advisory Council from the Host Committee to see to it that this is done.

(Adopted 2/1/97, San Francisco; amended 1/2/98, Scottsdale;05/04/02 Billings; 12/30/04 San Carlos)

9.5. Maintenance of Post Office Box by Host Committee.

The Host Committee shall maintain its post office box until such time after the completion of the Conference as is required for the completion of all Conference business.

(Adopted 2/1/97, San Francisco; amended 1/2/98, Scottsdale;05/04/02 Billings)

9.6. Autonomy of Host Committee.

The Host Committee should be offered all prior conference material together with whatever individual or collective information the Advisory Council members possess. Once chosen, the Host Committee shall be given complete autonomy from the Council in those matters concerning the planning of the conference, however the Advisory Council suggests that all prayers spoken in meetings at the WACYPAA conference be of a non-denominational nature. The Council stands ready to assist when requested, or when the Host Committee is unable to plan and conduct the conference; or if necessary the Council shall assume the planning and conduct of the Conference, or shall delegate the same to a new and able Host Committee.

(Adopted 2/1/97, San Francisco; amended 1/2/98, Scottsdale;05/04/02 Billings, addition of non-denominational prayers 1/17/08 Boise.)

9.7. Signing of annual site contract.

The annual site contract will require the signature of both, the designated host city representative and advisory council chairperson to be binding. The designated host city representatives will review the final contract with the chairperson, and treasurer in order to secure a binding signature. We encourage the host group's autonomy to negotiate and provide competitive options to consider. This section is only intended as a failsafe to protect the financial integrity of the conference structure.

(Adopted 5/6/00, San Francisco;05/04/02 Billings; 12/30/04 San Carlos)