

# EURYPAA Advisory Board By-Laws

08-24-12 - Approved (updated 01-2014, 08-2015, 12-2015, 08-2016)

## Table of Contents

1. Preamble
2. Scope of Convention
3. Structure of the Advisory Board
4. Operating Officer Committee
5. Advisory Board Operating Procedures
6. Advisory Board Meetings.
7. Selection of Convention Site
8. The Convention
9. Assignment of Territories to Advisory Board Members
10. Current Operating Officers & Target Board Membership
11. Bid / Invitation Requirements for EURYPAA
12. Target Annual EURYPAA Board Budget Addendum

### 1. Preamble.

We, the members of the EURYPAA region have formed for the purpose of establishing a rotating body of EURYPAA Host Committee members and appointed committee members who shall act as guardians of the Convention integrity and experience. The EURYPAA Advisory Board is a service body, which is directly responsible to all AA members who wish to participate in anything having to do with EURYPAA.

In all its proceedings, the EURYPAA Advisory Board shall observe the spirit of the A.A. Traditions and Concepts as they apply to the welfare of the Convention, taking great care that the Convention 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 Board 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.

No Advisory Board action should be personally punitive or an incitement to public controversy. Although the Advisory Board may act for the service of EURYPAA, it shall never perform any acts of government. Like the society of Alcoholics Anonymous which it serves, the Advisory Board 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 will do its utmost to act in a cooperative spirit with area in the EURYPAA region.

**1.2 The Advisory Board takes a proactive role to assist the current Host Committee throughout the scheduling, planning, and financial welfare of the Convention. It also places itself at the disposal of the current Host Committee, and all Bid / Invitation Committees to offer any assistance, which is within its power to provide.**

**1.3 The Advisory Board will also do its utmost to reflect AA's 12 concepts in its dealings with emphasis on Concepts I, III, V, X as they relate to EURYPAA.**

-Concept I: Final responsibility and ultimate authority for (EURYPAA) should always reside in the collective conscience of our whole Fellowship.

-Concept III: To insure effective leadership, we should endow each element of A.A. — (Board members of EURYPAA) — with a traditional “Right of Decision.”

-Concept V: Throughout our structure, a traditional “Right of Appeal” ought to prevail, so that minority opinion will be heard and personal grievances receive careful consideration.

-Concept X: Every service responsibility should be matched by an equal service authority, with the scope of such authority well defined.

We recognize that not all AA members will find our Convention necessary to their recovery from alcoholism. We aim only to serve those who desire our assistance.

## 2. Scope of Convention.

In keeping with a desire to best serve the European region, the scope of the Convention shall encompass the outlined: Albania, Andorra, Armenia Austria, Azerbaijan, Belgium, Belarus, Bosnia, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, Former Yugoslav Republic of Macedonia, France, Georgia, Germany, Greece, Herzegovina, Hungary, Iceland, Ireland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Moldova, Monaco, Montenegro, Netherlands, Norway, Poland, Portugal, Russia, San Marino, Serbia, Slovakia Slovenia, Spain, Sweden, Turkey, Ukraine, United Kingdom

### 2.1 Primary Language.

The primary language of EURYPAA and its bylaws will be English. The main meetings are to be held in English, and English should be the dominant language of each EURYPAA. Any meetings not held in English must be noted in the program schedule.

## 3. Structure of the Advisory Board.

**3.1. Host Committee Elections to Advisory Board.** Each Host Committee shall elect by “Third Legacy Procedure,” as set forth in the AA Service Manual, three of its members to serve a term of four years (including the Host Committee’s own Convention and the four following Conventions) on the Advisory Board. Elections for Advisory Board Members should be held two to three weeks before the Convention. Members may also be chosen by the host area at later time if no suitable candidates are available. Advisory members will begin their term of service upon joining the advisory board.

**3.2. Qualifications.** A candidate for service on the Advisory Board must be a member of Alcoholics Anonymous; have reached his or her eighteenth birthday; and have preferred minimum of two years of continuous sobriety.

**3.3. Participation in Board Matters.** The incoming Advisory Board members will not be required to assume an active role on the Advisory Board until after their Host Committee has concluded the Convention. However, they are encouraged to participate in Advisory Board meetings during their Convention and will have a recognized vote. Participation in the selection of the new host city is contingent on being present for the Bid/Invitation session and the entire deliberation session.

**3.4. Alternate Advisory Board Members.** Up to three members of the Host Committee shall also be chosen as alternate members of the Advisory Board. Alternates should be members of the prior members Host Committee, either by election of the Host Committee or appointment by the elected Advisory Board members from that Host Committee or prior geographic area, to serve on the Advisory Board in the place of a member who becomes unable to complete his or her term on the Advisory Board. A candidate for service as an alternate member of the Advisory Board shall have the same qualifications as set forth in

section 3.2 above.

**3.5 Addition of Appointed Advisory Board Members.** If no suitable candidates are available from the prior Host group/area, alternate advisory members may be identified by members of the prior host area. Candidates will meet with the requirements of section 3.2. They will also require a simple majority approval to join the Board. Voting consensus may be obtained at any time safeguard the continuity of the board.

**3.5. Resignation.** Any member of the Advisory Board who does any of the following shall be considered as having resigned immediately from the Advisory Board:

- (a) Consumes alcohol.
- (b) Fails to attend two consecutive regular meetings of the Advisory Board without notice. This does not include emergency meetings.
- (c) The Board Chairperson may also excuse an absence with a 2/3 majority consensus from the board.

The spirit of this amendment is to offer more flexibility and to ensure the representation on the Board is maintained. The Board recognizes that occasional circumstances may arise that will not allow members to attend Board meetings. However, this amendment will not serve as a license for lack of accountability to our duties. All Board members are expected to be responsible and committed.

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

- (a) Theft, fraud, or other deliberate conduct damaging to the Convention’s financial or reputational interests.
- (b) Consistent or significant failure to act in the best interests of the Convention.
- (c) Consistent or significant failure to act in accordance with the AA Twelve Traditions and Twelve Concepts for Service in matters affecting the Convention.
- (d) Consistent failure to fulfill his or her elected duties as a member of Advisory Board.

In acting under this section, the Advisory Board shall keep in mind the AA principle of refraining from taking personally punitive action toward any member, but shall remain mindful of the Advisory Board’s role as a service committee and custodians of the welfare and experience of the Convention.

**3.7. Non Host City Representation.** The advisory Board may seek non-host city representation on the board to aid in representation from more remote areas and/or provide desired experience for the good of the EURYPAA region. Appointed advisors may also join the board from outside the EURYPAA region if the board so deems it in the best welfare of the region. They may serve a full four-year term from their induction to the advisory Board. No more than three (3) non-host city members may serve on the board at any time.

<b>4. Operating Officer Committee &amp; General – August - 2016</b>
---

**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

- |                                  |                         |
|----------------------------------|-------------------------|
| <b>1. Chairperson</b>            | <b>Morten M. (DK)</b>   |
| <b>2. Co-Chairperson</b>         | <b>Vlad R. (CZ)</b>     |
| <b>3. Secretary</b>              | <b>Michele R. (ITA)</b> |
| <b>4. Treasurer</b>              | <b>Vivian G. (MT)</b>   |
| <b>5. Technology Chairperson</b> | <b>Fabian L. (GER)</b>  |

- 6. **Electronic Mailing Chairperson**            **Michelle R. (IRE)**
- 7. **ISMYPAA Liaison & Outreach**            **Noel P. (IRE)**
- 8. **Archivist**                                        **Patrick R. (EN)**
- 9. **General Member:**                            **Anna B. (MT)**
- 10. **General Member:**                        **Tim O. (CZ)**
- 11. **General Member:**                        **Angela L. (CZ)**
- 12. **General Member:**                        **Sarah L. (ITA)**
- 13. **General Member:**                        **Bill D. (ITA)**
- 14. **General Member:**                        **Paul G. (EN)**
- 15. **General Member:**                        **Simon B. (EN)**
- 16. **General Member:**                        **Anna D. (EN)**

The Advisory board 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 Board on behalf of the Advisory Board or EURYPAA.

**4.2. Operating Officer Committee Terms**

The Operating Committee shall 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 Board or EURYPAA without the consent of the entire Advisory Board.

**4.3. Operating Officer Committee – Eligibility**

It is strongly suggested that Advisory Board Officers serve for at least one previous Convention before making themselves eligible to serve on the Operating Officer Committee. Any advisory member is eligible to stand for an Operating Officer position. They may also stand for a position by proxy and with simple majority approval by the Advisory Board. This only applies to candidates making themselves available via proxy.

**4.3.1 Rotation Timeline – Eligibility**

Incoming Board members will begin their term of service from when they join the EURYPAA Board. The Board realizes that incoming Board members should be entitled to serve a full-term, if desired. With the usual attrition of Board members, we feel this is a needed update to allow members of the Board to continue their valuable service to the EURYPAA Board and Convention. The time and location of incoming Board members will be recorded by the Operating Committee Secretary for the purpose of future rotation. No Board member can exceed *seven* total years on the EURYPAA board.

**4.3.2 – Advisory Board Roles Available for 1 Extra Term - Technology Chairperson and Board Treasurer**

Because the Technology Chairperson and Board Treasurer are such critical roles to the EURYPAA Board and the Convention their terms may be extended and additional 2 years. This would only be the case if a suitable candidate is not available on the EURYPAA Board and the person holding that role is willing to continue in their role.

**4.4. Extension of Advisory Board**

Advisory Board Members shall be able to extend their stay on Advisory Board one time only by election to an Operating Committee position where they will serve an additional two years (with the objective *not to*

exceed a total of four years on the Operating Committee). If a Board member is elected to a new Operating Committee role they will be expected to finish their full two-year term in that role. This may cause an occasional 7<sup>th</sup> year of service on the EURYPAA Board allowing the elected committee member to fulfill their full term on the Operating Committee.

**4.5. Chairperson.** The Chairperson shall have the following duties and authority:

- (a) Arrange for and announce the agenda for all Advisory Board meetings only;
- (b) Conduct all Advisory Board meetings according to reasonable rules of order;
- (c) Affix his or her signature to all Advisory Board actions when required;
- (d) Chairperson will inform Board of any such actions prior to any signature;
- (e) Act as one of the two signatures on all bank accounts;
- (f) Sign the annual site contract on behalf of the Convention and/or work with annual convention Host City officer in the co-signing of the annual site contract.
  1. Prior to signature, Chairperson will review the annual site contract details with at least two (2) qualified individuals familiar with such contracts. These may be past Board members and/or other qualified members outside the committee. *This is to ensure the best possible site contract to protect the overall interest of the convention.*
  2. Chairperson will inform all Board members of 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, where relative.
- (g) When required, act as liaison to any AA member who has a request of the Advisory Board. All communication will be shared with other members of Board and/or at minimum Board co-chairperson.
- (h) Maintain regular correspondence with all Advisory Board members to ensure that all Advisory Board tasks are being attended to; Board chairperson will provide a written report to committee on outlined duties. This report will be expected on the following schedule.
  - 30 days after the convention
  - 30 days after any mid-year meeting
  - 60 days prior to start of convention
- (i) Stand ready to assist in any tasks where help is requested and/or required;
- (j) Keep the Co-Chairperson apprised of all Advisory Board activities
- (k) If a convention banner is being utilized, Chairperson (or) Co-Chairperson will secure the Storage, Care and Maintenance of any such banner.
- (l) For committee members filling vacancies outside of the annual convention event schedule, Chairperson will introduce & review mentioned duties no more than two (2) calendar weeks from their induction to Board.
- (m) Maintain regular contact with any board liaisons to ensure member/s are properly informed on their duties to Board and other concerns for the annual convention.
- (n) Will partner with Co-Chairman and/or other advisory board members regarding contact and information distribution to any GSOs within the EURYPAA region and abroad.
- (o) Chairperson shall work with host city in aiding convention announcements for any local public media. As reflected by Tradition 11, any representative will adhere to not disclosing their or other AA member's actual names. (*Note: Tradition 11 Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio, and films.*)

**4.6. Co-Chairperson.** The Co-Chairperson shall have the following duties and authority:

- (a) Execute the full duties of the Chairperson in the event of the Chairperson's resignation or inability to act in best interest of the convention.
- (b) Carry out the various duties assigned by the Operating Committee as needed;
- (c) Act as liaison between the Advisory Board and the AAWS and Grapevine so they are current on EURYPAA.
- (d) Work with mailing chair, technology and/or related board (or) host members to cross-reference & confirm accurate contact details as needed for mailing and/or emailing of annual event details to prior convention attendees
- (e) Remain fully apprised of all Advisory Board activities;
- (f) Maintain, Update and Distribute the Host Committee details consisting of

- EURYPAA Host Committee Positions
- EURYPAA Hosting FAQs
- HOSTING EURYPAA
- EURYPAA Host Committee Example Planning Timeline
- Bidding / Invitation committee details

Working directly with Chairman & Outreach Committee to ensure all information is up-to-date and assist in providing Board with updates as needed throughout the year and distribute accordingly.

1. Bid / Invitation Committee Data (committees bidding and/or submitting invitations for the annual convention): work with Board, Outreach Committee and Host city to ensure all potential host cities have this information. Co-Chair will work in partnership with the Outreach Committee on the assignment of person/s to cover designated areas of the convention.

2. Host Committee details see item (g); work with new host city leadership & group to ensure they are informed on all relevant items

(g) Work with technology chair to ensure on-line content is up-to-date throughout the year.

(h) After the conclusion of the annual convention, work with prior host city contact/s to obtain a final hotel report and whenever possible a favorable letter of reference from the hotel management. This data has proved very useful in bidding/Invitation site considerations & negotiations.

(i) The co-chair shall work with entire board & host city in the collection and maintenance of convention supporters in the EURYPAA region. (I.e. someone who is willing to be contacted by members of the Advisory Board and host committee for purposes of outreaching EURYPAA)

**4.7. Treasurer.** The Treasurer shall have the following duties and authority:

(a) Keep sound and accurate financial records of all Advisory Board transactions

(b) Give detailed financial reports and submit financial statements at Advisory Board meetings

(c) Work with Board and Chairperson to provide electronic summary reports upon request

(d) Maintain the copies of the convention's bank accounts, bank statements, deposit slips, checkbooks, and other financial documents & information. These may be subject to inspection by the Advisory Board at any time.

(e) Whenever possible, account for all financial information concerning boards annual budget and expenses and any projected additional expenses.

(g) Have in his or her possession at Advisory Board meetings all bank statements, deposit slips and check books, in order to be prepared to make deposits and disbursements at Advisory Board meetings; maintain all accounts, and accounting may subject to inspection at any time;

(h) Make deposits and disbursements at Advisory Board meetings;

(i) Act as one of the two authorized signatures on all bank accounts;

(j) Bring signature documentation to all Advisory Board meetings where an election to the Operating Officer Committee will take place so that signatures can be readily updated;

(k) Communicate with the Host Committee treasurer regarding budgeting, financial planning, operating budget & how that is met and/or other financial matters relating to the Host Committee & the Convention.

(l) Responsible for the maintaining, reviewing and reporting EURYPAA insurance requirements (if required by current Host city). Reporting on Board financial status due no later than 30 days post convention award.

(m) Keep the Chairman, Co-Chairman and any member of the Board abreast of all Advisory Board treasury activity.

(n) Will maintain & report that EURYPAA continues to comply with legal and tax requirements for its registered non-profit organization and further report & confirm convention is in compliance with all applicable European laws as well as operation in spirit of the 12 traditions.

(o) Will confirm Host city is in compliance with all applicable and appropriate laws in host city region.

(p) Treasurer shall not issue any board credit/debit cards, electronic/paper checks or transfer monies without informing the entire board of such actions.

**4.8. Secretary.** The Secretary shall have the following duties and authority:

(a) Act as custodian of all Advisory Board materials;

(b) Keep accurate minutes of all Advisory Board meetings and record all actions of the Advisory Board (*with the exception of site selection, for which only the results shall be recorded*), and distribute the minutes to all Advisory Board members within 45 days after each meeting. (Note:

- 45 days is suggested to allow for other reports to be added that are due 30 days post convention)
- (c) Furnish information from Advisory Board records when appropriate;
  - (d) Answer and/or direct all correspondence promptly to the advisory board and report on any board actions in updates of documentation and/or via electronic medium.
  - (e) Bring copies of all business documents including agenda, minutes, bylaws, and Facts, Aims, and Purposes to each business meeting;
  - (f) Furnish minutes of the Advisory Board meetings to all Advisory Board members in a timely Manner. Electronic copies may be sent via email or coordinate with technology chair on any shared documentation mediums.
  - (g) Ensure that Advisory Board letterhead is established for use by all Advisory Board members in any official Advisory Board correspondence;
  - (h) Furnish copies of all correspondence to all Advisory Board members on all matters affecting the Advisory Board, EURYPAA as a whole, or AA as a whole
  - (i) Work in conjunction with Mailing Chairperson or other designated members of the board to Furnish the regional Alcoholics Anonymous General Service Offices with the current Advisory Board mailing list (including a list of the current Operating Committee) and the current Convention registration form, if applicable.
  - (j) Work with host city on placing annual convention announcement in AA Grapevine or related regional Grapevine like publication.
  - (k) Keep Board informed on any updates and/or request for information from any GSO offices in the EURYPAA region.

**4.9. Mailing Chairperson.** The Mailing Chairperson shall have the following duties and authority:

- (a) Build & maintain and work with technology chairperson on the EURYPAA mailing database of intergroups, central offices, and young people's groups in the EURYPAA region.
- (b) All updates will be added/edited no later than 60 days post annual convention to ensure convention attendee data is accurate. This will also include a review & confirmation of the other stated mailing groups concerning EURYPAA. A report will be expected on all such items completed no later than 180 days from the prior convention end-date and/or any mid-year meeting.
- (c) Obtain from the current Host Committee an official Convention registration form at the earliest possible time, as well as any other material which the Advisory Board deems in the best interest of EURYPAA.
- (d) Coordinate at least one mailing to the entire EURYPAA mailing list per year.
- (e) The Advisory Board will have ultimate responsibility for financing mailings. However, financial assistance from the Host Committee will be welcomed and encouraged if it is in a position to contribute.

**4.10. Technology Chairperson.** The Technology chairperson shall be responsible for the technical concerns for EURYPAA, including but not limited to: Website, Social Media, On-Line transactions, Shared On-line documentation or related technical concerns affiliated with EURYPAA.

- (a) Responsible for the maintenance of the general EURYPAA website and work directly with designated Board members and Host city members to ensure all website content is up-to-date.
- (b) Will ensure & assist host city in the securing of the standard EURYPAA web URL for that year. (www.EURYPAA.org/#### - with the #### being the four-digit year of that EURYPAA convention)
- (c) No later than 5 days post convention, update EURYPAA website on new host area inclusive of: *(introduction page for new host city, verbiage concerning forthcoming location / area, registration details and/or other updates as needed)*
- (d) Will work with entire board and host city on the distribution of information for the convention and/or events to any social media forums that are specific EURYPAA.
- (e) Will work host city on any language translation concerns for the web site;
- (f) Assist & advise Board & Host treasurers on any on-line transactions functions and document all such processes for record and/or transfer to ongoing host groups
- (g) Make sure EURYPAA domains are in good standing, paid at least 2+ years in advance, and administrative contact information is current.
- (h) Create & maintain an outline of duties specific to this role and provide reports on this at the mid-year and annual convention.

- (i) Will act as an administrator for any social medial arenas directly affiliated with EURYPAA and take great care in allowing open discussion while adhering to the traditions & concepts of AA. Especially *Tradition 10, Alcoholics Anonymous has no opinion on outside issues; hence the A.A. name ought never be drawn into public controversy.*
- (j) Responsible for maintaining & updating of any shared documentation services utilized by the board.
- (l) Upon conclusion of duties exiting Technology Chairperson will provide a full knowledge-transfer of all concerns related to duties of this position (fulfilled & on-going).

**4.11. Outreach Committee.** The Outreach committee term is 2 years and shall be composed of any 1-to-4 current Advisory Board members. This is a voluntary position on the board. Appointed Outreach Committee Members that are not on the EURYPAA Board will be selected from the EURYPAA community and will have no set duration in their term of service. The reason for no set term of service for the Appointed Outreach Committee Members is so that EURYPAA Outreach Committee may have a pool of active volunteers from the EURYPAA community. The 1-to-4 members of the EURYPAA Advisory Board will share in the overall leadership of this Outreach Committee and are encouraged to form their own sub-committee for this purpose, if required.

- (a) The Advisory Board Outreach Committee will work in partnership with the Advisory Board Co-Chairperson as it relates to their common goals, current Host City for EURYPAA and/or designated Host City Outreach Chairperson.
- (b) The Outreach Committee will act as primary points of contact & information regarding the annual EURYPAA convention, any possible (or) known bid/invitation areas and related efforts regarding the carrying of the message of EURYPAA to AA as a whole.
- (c) The Outreach Committee will maintain a regular correspondence with fellow board members to ensure their assigned territories are receiving current host city information and other general details concerning EURYPAA.
- (d) The Outreach Committee is to assign territories to available board members and/or fellow appointed outreach team members.
- (e) Appointed Outreach Committee Members will be individuals who are willing to be contacted by members of the Advisory Board, Host Committee or fellow members of AA for purposes of outreaching the EURYPAA convention. As general guideline it is recommended that Appointed Outreach Committee members have a minimum of 6 months of continuous sobriety. There is no set outline of the number of members for this committee, however it is recommended to keep the actual number of members at a functional & manageable total. The ultimate objective that Outreach Committee has sufficient numbers to best serves the overall interest of the EURYPAA community.
- (f) Outreach Committee members may also be recommended by other members of the EURYPAA Board or the EURYPAA community.

General responsibilities of the Appointed Outreach Committee Members:

- Attend the annual EURYPAA convention and give a brief report on their local area outreach, potential invitation/host committees, and provide any general updates regarding carrying the message of AA to fellow Young People in their areas. If the member is not able to attend, they may find another to give their report (or) they may also submit a report electronically via written notation, audio or video.
- Announce the upcoming EURYPAA convention at their local AA meetings & events and distribute convention flyers. This EURYPAA Convention is AA event that carries the AA message.
- Receive & encourage any inquires about hosting the EURYPAA convention and provide information to the Advisory Outreach Committee members so they may assist in providing & guiding any possible Host areas.
- Receive any inquiries regarding the EURYPAA convention and provide information requested to persons and/or areas. Also update the Host Committee Outreach member of current year's committee, so they may assist and/or be kept abreast of outreach activity to avoid overlapping efforts.
- Compile & maintain a list of Young People AA meetings (or Related) in their area/country and provide this to the EURYPAA Technology Chairperson for inclusion for any listed on-line YPAA meeting lists.



**4.12. Archivist.** The Advisory Board recognizes that almost any shred of material may one day be important in keeping our history intact. Accordingly, the archivist shall have the following duties and authority:

- (a) Maintain and preserve samples and copies of all documents, memorabilia, traveling showcases, and other such items from previous Conventions;
- (b) It is also recommended that 2 copies of Convention documents, memorabilia and related items be obtained for EURYPAA archives and another copy is provided to Alcoholics Anonymous World Services Archives in New York City, USA. The detail of material provided to NY will be at the Archivist discretion.
- (b) Act as liaison between the archivist of the General Service Office in the host region and the Advisory Board in all matters relating to all EURYPAA archive issues;
- (c) Follow, to the best of his or her ability, the Archive Guidelines set forth by the General Service Office;
- (d) Act as liaison between the Advisory Board and the Host Committee designated member in matters relating to the Archives, including providing for the display of Archive materials during the Convention, and collecting materials and memorabilia before, during, and after the Convention;
- (e) Submit a written report at the annual Advisory Board meeting at the Convention detailing all of the Archivist's activities of the previous year, including a detailed account of expenses associated with that year's activities and a projected budget for the coming year;
- (f) Display all Advisory Board minutes during the Convention.
- (g) Keep all archival material in secured & weather resistant packaging.
- (h) The Archivist shall be a past or present member of the Advisory Board, shall have served at least one year on the Advisory Board before being eligible to serve as Archivist, and must be able to serve a term of four years as Archivist. If a past Advisory Board member is chosen as Archivist, he or she is not required to attend the Convention, but must make suitable arrangements for the transportation and display of the Archives at the Convention and for the submission of the annual report of the Archivist to the Advisory Board.
- (j) The Archivist must at all times act in accordance with the Twelve Traditions and the Twelve Concepts of AA, being especially concerned with the protection of members' anonymity. To this end, the Archivist shall exercise his or her authority while always remaining accountable to the guidance of the Advisory Board and the Host Committee.
- (k) The Archivist is welcome to attend all Advisory Board meetings, and will have a voice during any Advisory Board discussions and deliberations. However, if the Archivist is a past member of the Advisory Board, he or she will not have a vote.

## 5. Advisory Board Operating Procedures.

**5.1. Separation of Financial Duties.** Note this is to ensure that the financial well being is being seen by more than one officer. The Treasurer shall not be the direct recipient of any bank statements or other financial statements or information relating to the Convention. Any online access will be shared with the (2) signers on the EURYPAA board accounts. All bank statements, financial data, payments, invoices, and other such documents shall be directed to, and received by an officer other than the Treasurer. The designation of the officer specified in this paragraph shall be made by decision of the Operating Committee exclusive of the Treasurer. This is often the group secretary but it may be another member of the operating committee. The officer so designated shall promptly review all financial documents and information when received to determine that the funds of the Convention are being maintained and accounted for appropriately, and then shall promptly forward copies of those documents (but not the originals) to the Treasurer. The Treasurer shall, upon request of the designated officer, furnish to the designated officer all documents and information necessary to allow the designated officer to determine that the funds of the Convention are being maintained and accounted for appropriately.

**5.2. EURYPAA Literature and Information Revisions.** The Advisory Board shall maintain and offer revision to the bylaws and other convention specific material including but not limited to:

- EURYPAA Bylaws

*(requires a 2/3 majority vote for any changes)*

Other Convention Specific Material

*(may be made by a simple majority vote, though keeping in mind the goal of substantial unanimity)*

- EURYPAA Host Committee Positions
- EURYPAA Hosting FAQs
- HOSTING EURYPAA
- EURYPAA Host Committee Example Planning Timeline
- Bidding / Invitation committee details
- Listing of Board members contact details and position
- EURYPAA Facts Aims & Purposes (F.A.P.)
- Host Committee Packet (Introduction letter, EURYPAA Facts Aims and Purposes
- Bidding / Invitation Requirements
- Timetable and Website/Email Information
- Elections Suggested Format and Positions
- Finance Documents
- Outreach Procedures
- Phone Lists
- Advisory Board Elections
- Delegate Appointments Process & Selection
- EURYPAA Hotel & Registration Data
- History Archival Information
- Past EURYPAA Hotel & Site Contracts
- Examples of Committee Formats, Programs,
- AA Guidelines: Conferences and Conventions)
- Invitation Committee Packet (Introduction Letter, Advisory Council Phone List, EURYPAA Facts Aims and Purposes, EURYPAA Invitation Requirements, Suggested Election Format, Suggested Committee Positions and Descriptions, Suggested Business Meeting Format, EURYPAA Hotel & Site History, Hotel & Site Contract Guide).

Any changes to the bylaws must be approved by an affirmative vote of at least two-thirds of the Advisory Board membership. Revisions to other matters and procedures may be made by a simple majority vote, though keeping in mind the goal of substantial unanimity.

**5.3 Submission of Agenda Items.** Proposed revisions or other agenda items shall be submitted to the Chairperson for placement on the agenda no later than seven calendar days before a meeting of the Advisory Board; however, emergency proposals may be added to the agenda by a two-thirds majority vote of the Advisory Board members present representing a quorum of the board. Agenda items may be submitted by any board member and will be recognized by the board chairman for discussion. Redundant agenda items will be reviewed and added again with simple majority consensus before any such meeting or during meetings.

**5.4. EURYPAA Mailing Address.** The Advisory Board shall maintain a set mailing address which will serve as the official mailing address for the Advisory Board.

**5.5. Financial Transactions.** All Advisory Board financial transactions shall be made through its bank accounts. Two signatures shall be required on all checks or verification of approval from all 3 signers before any electronic checks may be issued. The Chairperson, Co-Chairperson, and Treasurer shall be signatories on all bank accounts of the Advisory Board.

**5.6. Authority to Incur Expenses.** No member of the Advisory Board shall incur expenses (other than pre-approved budget items) on behalf of the Advisory Board without first receiving a two-thirds majority approval therefore.

**5.7. Welfare of AA.** Keeping the Twelve Traditions of AA always foremost in mind, the Advisory Board shall always consider the welfare of AA as a whole before taking any actions which may affect the AA fellowship.

**5.8. Group Conscience.** The Advisory Board shall act as a body. No one member shall act independent of the majority opinion.

**5.9. Use of Advisory Board Property.** The mailing address, bank accounts, and other Advisory Board property and materials shall not be used for anything other than Advisory Board business.

**5.10. Continued Ownership by Advisory Board.** All materials of the Advisory Board shall be deemed property of the Advisory Board as a whole, not of its members, and shall be passed on to the successor members of the Advisory Board.

**5.11. Enactment Dates.** All documents and revisions to these bylaws shall have the enactment date and location thereof affixed as a part of the document.

## **6. Advisory Board Meetings.**

**6.1. Place; Quorum; Voting.** The Chairperson shall call for and arrange a meeting place and agenda for all Advisory Board meetings. Two-thirds of the Advisory Board shall constitute a quorum necessary to conduct business. Motions and resolutions shall require a simple majority vote of those present for approval. The selection of the Convention site shall be done by

1. "Third Legacy Procedure." All Advisory Board members shall have one vote and will vote on all matters. Voting in absentia or by proxy is not permitted.

2. An audible, visual or other method to gain consensus of the convention attendees from that year's event.

***The board recognizes that while an audible consensus is desired it will endeavor to select a host area best suited for the welfare & future of EURYPAA.***

**6.2. Suggested Meeting Timeline.** It is highly recommended that Board meeting not exceed 6 hours whenever possible with a recommended break every 2 hours of at least 10 minutes. This timeline is to ensure Board remains prudent & objective on all Board business.

**6.3. Closed Executive Sessions.** The Advisory Board may meet in closed executive session to discuss and conduct business relating to the selection of the Convention site and other business specific to the welfare of the convention.

**6.4. Telephonic and/or Online Meetings.** The Advisory Board may meet by conference call, webcast, or other such means, providing that a quorum is present among those members attending through such other means and/or in person. This may consist of combination of online attendance with an in-person meeting. Board members cannot solely attend via electronically/online. They are expected to attend the annual conference.

### **6.5. Budget Review Session**

The board 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 Board and accepted by a 2/3 majority.

### **6.6. Travel reimbursement**

Discussion of travel reimbursement for board members will be held ONLY after the annual budget review session, and funds will be distributed contingent on the current financial status and by approval of the Advisory Board. Reimbursement of any kind for travel will be on a case-by-case basis. Board members

will be required to provide proper documentation of any expenditures (i.e. receipts, ticket stubs, etc) and reasons for travel on behalf of EURYPAA

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

**(see section 11. Target Annual EURYPAA Board Budget addendum)**

### **7. Selection of Convention Site.**

**7.1. Bid / Invitation Committees.** Bids / Invitations for the hosting of next year's convention shall be submitted by Bid / Area committees at the Convention, in accordance with the Bid / Invitation guidelines set forth by the Advisory Board. It is suggested that the composition of each Bid / Invitation Committee be formed from AA members from the geographical area of that Committee's proposed convention site.

**7.2. Host Committee.** The Host Committee for the next convention shall be the Bid/Invitation Area Committee whose is selected by the Advisory Board as set forth in section 7.3 below. The Host Committee is responsible for the planning and conduct of the next Convention. The particular duties and authority of the Host Committee are set forth in section 8.

**7.3. Selection of the Convention Site.** The Advisory Board shall have sole and final authority over selection of the Convention host city. The Advisory Board will encourage the participation from all countries within the convention scope/region. All Bids/Invitation will be given equal consideration, regardless of size, population, or location. The selection of the Convention site shall be done by;

1. "Third Legacy Procedure." All Advisory Board members shall have one vote and will vote on all matters. Voting in absentia or by proxy is not permitted.
2. An audible, visual or other method to gain consensus of the convention attendees from that year's event.

***The board recognizes that while an audible consensus is desired it will endeavor to select a host area best suited for the welfare & future of EURYPAA.***

**7.4. Hosting of Convention If No Bid / Invitation is Presented.** In this event an emergency meeting of the Advisory Board shall be called without delay. All past and present Advisory Board members shall be invited to the meeting and shall endeavor to find a suitable site for the Convention, or to determine if the Convention should be suspended. In the latter event, the subsequent fate of the Advisory Board and its functions must be determined at that meeting.

### **8. The Convention.**

**8.1. Overall Role of Advisory Board.** The Advisory Board shall endeavor to preserve the continuity of EURYPAA and encourage participation in the Convention among the members of Alcoholics Anonymous in the scope of the Convention by encouraging AA members to attend and inspiring the formation of Bid/Invitation Committees to host the Convention.

**8.2. Designation of Convention; Conflicts with Other AA Functions.** All EURYPAA's shall be designated as such and be further distinguished by the year of their convention followed by host city (EURYPAA 2010 STOCKHOLM, EURYPAA 2011 DUBLIN, and so on) so as to preserve autonomy and character. No EURYPAA shall ever be held in conjunction with any other function, AA or otherwise. Beginning with EURYPAA 2012, the full name will be known as the 'All-Europe Young People in Alcoholics Anonymous ("EURYPAA") convention' or 'EURYPAA' in short, and in all materials should be referred to as a 'convention' instead of a 'conference' as it had been in previous years. This change was made in acknowledgement and respect of GSO's across Europe using the term 'conference' specifically for their general service structure.

### **8.3. Host Committee Responsibility for Expenses; Transfer of Funds, Archives After Convention.**

The EURYPAA convention should be self-supporting and considerate of its economy. The EURYPAA Host Committee for each year is solely responsible for the cost of producing that EURYPAA convention. Any surplus funds over actual cost of the EURYPAA convention are split with half (50%) put into AA use at the discretion of the Host Committee and the remaining half (50%) going to the EURYPAA Advisory Board for EURYPAA to replenish the annual seed money for the new host city, prudent reserve, operating budget, and conference support fund. Any funds exceeding these amounts will be disbursed to the local intergroup, area and GSO service areas for EURYPAA. A complete financial accounting report for each EURYPAA convention is to be regularly provided to the EURYPAA Advisory Board leading up to the EURYPAA convention; and a final accounting and auditable report must be submitted within sixty (60) days of the close of the EURYPAA convention.

**8.4. Maintenance of EURYPAA mailing address for the Host Committee.** The Host Committee shall maintain its mailing address until such time after the completion of the Convention as is required for the completion of all Convention business.

### **8.5. Autonomy of Host Committee.**

(a) The Host Committee has complete autonomy from the Advisory Board in those matters concerning the planning of the Convention, except as specified in these bylaws. The Advisory Board shall assist the Host Committee in spirit of cooperation offering assistance & coordinating where the board duties allow for and/or are designated in the board duties. Above all the Board does not seek to undermine the host city autonomy, yet rather offer the prior convention experiences to aid in making a more desirable for all that may attend. In the event the Host Committee is unable to plan and conduct the Convention the Advisory Board may assume the planning and of the Convention or delegate the same to a new Host Committee chosen by the Advisory Board. This may only be done after consultation with the available host city coupled with a 2/3 majority vote by the advisory board. It is strongly suggested that the host city & board exercise a great deal of prudence before any such decision is considered or made.

(b) The Host Committee will have access to all prior Convention materials and information in the possession of the Advisory Board and its members.

### **8.6. Signing of Annual Site Contract.**

The annual site contract must be signed by a designated representative from the Host Committee and by the Chairperson of the Advisory Board. The designated representative of the Host Committee will review the final contract with the Chairperson and Treasurer of the Advisory Board before the site contract may be signed. This section is enacted and intended as a failsafe to protect the financial integrity of the Convention.

As outlined in Chairperson duties above;

- (Sign the annual site contract on behalf of the Convention

*(The following process will also be followed prior to signing of annual site contract)*

- Prior to signature, Chairperson will review the annual site contract with at least (2) qualified members of AA familiar with such contracts. These may be past Board members and/or other qualified members outside the committee. This is to ensure the best possible site contract to protect the overall interest of the convention. Prior to signature Chairperson will inform all Board members of the site contract details and provide confirmation that the group & outside advisors have reviewed the contract prior to signature.

### **8.7. EURYPAA Anti-Harassment and Non-Discrimination Information**

The potential damage to the EURYPAA event and AA's overall unity and reputation arising from wrongful or criminal acts of individual members is of natural concern to the Fellowship.

In all matters the EURYPAA convention will always strive to adhere to the spirit of the Twelve Concepts and Twelve Traditions with specific emphasis on concept twelve: *"The Conference shall observe the spirit of A.A. tradition, taking care that it never becomes the seat of perilous wealth or power; that sufficient operating funds and reserve be its prudent financial principle; that it place none of its members in a*

*position of unqualified authority over others; that it reach all important decisions by discussion, vote, and whenever possible, substantial unanimity; that its actions never be personally punitive nor an incitement to public controversy; that it never perform acts of government; that, like the Society it serves, it will always remain democratic in thought and action."*

-Violence (physical or threatened) in any form is not acceptable at any level; all members have the right to feel secure and safe in any meetings, events or activities relating to the EURYPAA convention and whilst going about AA service/business. "For our Group purpose there is but one ultimate authority - a loving God as he may express himself in our Group Conscience". (Tradition 2 long form) "Each Alcoholics Anonymous Group ought to be a spiritual entity having but one primary purpose - that of carrying its message to the alcoholic who still suffers" (Tradition 5 long form). The aim of these guidelines are to provide a framework for EURYPAA to address any unfortunate incidents of violence, direct or indirect harassment at the EURYPAA convention or its events.

-The EURYPAA Board and Host Committee will endeavor at all times to seek an informed group conscience of the entire EURYPAA Board whenever possible. However, in the event of an incident which requires immediate attention, we may need to agree on a contingency plan. In dealing with any incident, the response must be measured and reasonable, taking into consideration all of the circumstances. Members should never place themselves in danger physically, risk legal repercussions, or act as policing agents. If an incident cannot be diffused quickly and safely, members and groups should consider contacting appropriate agencies - e.g. police - in the country where any such incident may occur.

### **EURYPAA Anti-Harassment and Non-Discrimination Guidelines (Posted on Eurypaa.org)**

EURYPAA wishes for everyone to have an enjoyable and safe convention experience. Members - regardless of age, race, color, religion, sex, national origin, disability, sexual orientation, gender identity or gender expression - should have the opportunity to enjoy the convention and its events.

Harassment or discrimination in any form will not be tolerated at EURYPAA or any of its events. This includes direct, indirect, verbal, physical or any other conduct that may be viewed as a violation of these guidelines. If at any time a EURYPAA attendee believes he or she has been a recipient of or has witnessed any such incident, he or she should follow the procedures detailed in the Action and Reporting section of these guidelines.

#### **The EURYPAA Convention does not tolerate:**

- Harassment or bullying (physical or verbal)
- Discriminatory behavior
- Conduct that endangers any member of AA or a guest of AA's safety or security, regardless of age, race, color, religion, sex, national origin, disability, sexual orientation, gender identity or gender expression
- Efforts to misrepresent the intent of the convention within the scope of the Twelve Traditions and Twelve Concepts
- Incitements to public controversy

#### **Action and Reporting**

- If a person attending EURYPAA or any of its events is the recipient of or witness to behavior that they feel is unwelcome, we hope that this person will directly inform the individual(s) responsible for the behavior by pointing out that their conduct is offensive. In many cases it will be sufficient for the affected party to raise their concern with the individual(s) creating the problem.

- If an individual or individuals responsible for conduct in violation of these guidelines fails to respond to requests to cease behavior, the incident should be reported to the EURYPAA Board Chairperson and at least one other member of the EURYPAA Board. If the individual(s) continue to violate the guidelines, they may be asked to leave the convention or event.
- In some cases, confronting the individual(s) responsible for the questionable behavior might be difficult, uncomfortable or potentially unsafe. In these cases, it may be appropriate for the affected party to relate their concerns to the EURYPAA Board or Host Committee directly. Any concerns should be heard by at least two trusted servants of the EURYPAA Board or Host Committee, and will also require immediate reporting to the entire EURYPAA Board.
- If an incident occurs that appears to be in violation of law in the location in which the convention or related events are held, the police or hotel event staff may be notified directly.
- All reporting will be considered confidential.

**-Notes for the Board regarding action and investigation:**

The EURYPAA Board members will promptly investigate and make recommendations to the full EURYPAA Board regarding all reports describing conduct that is inconsistent with these policies, and respond to the complainant. During the investigation, confidentiality will be preserved to the extent that the needs of the situation permit. Any illegal conduct will be reported to the appropriate authorities for investigation and adjudication.

**9. Assignment of Territories to Advisory Board Members**

Each year at the Advisory Board's annual meeting at the Convention, each member of the Advisory Board will be assigned specific territories within the Convention scope for outreach. At each meeting, each member shall give a report on his or her outreach activities since the last meeting. As new members join the Advisory Board, adjustments shall be made to the territorial assignments according to location and interest of each member.

**10. Current Operating Officers & General Board Membership – August -15-2015**
**Operating Officers**

- |                                   |                   |
|-----------------------------------|-------------------|
| 1. Chairperson                    | Morten M. (DK)    |
| 2. Co-Chairperson                 | Vlad R. (CZ)      |
| 3. Secretary                      | Michele R. (ITA)  |
| 4. Treasurer                      | Vivian G. (MT)    |
| 5. Technology Chairperson         | Fabian L. (GER)   |
| 6. Electronic Mailing Chairperson | Michelle R. (IRE) |
| 7. ISMYPAA Liaison & Outreach     | Noel P. (IRE)     |
| 8. Archivist                      | Patrick R. (EN)   |
| 9. General Member:                | Anna B. (MT)      |
| 10. General Member:               | Tim O. (CZ)       |
| 11. General Member:               | Angela L. (CZ)    |
| 12. General Member:               | Sarah L. (ITA)    |
| 13. General Member:               | Bill D. (ITA)     |
| 14. General Member:               | Paul G. (EN)      |
| 15. General Member:               | Simon B. (EN)     |
| 16. General Member:               | Anna D. (EN)      |

**10.1 Target board membership**

- 1 open role from Malta available
- 1 open appointed role available
- 3 incoming members from Helsinki, Finland 2017

**11. Invitation Requirements for EURYPAA**

***The Invitation Requirements shall be reviewed annually to ensure they continue to fit the objectives of the EURYPAA region. Changes may be submitted by any board member and verbal review shall be conducted at any regularly scheduled meeting of the board.***

If you would like to host a EURYPAA in your area, the following are a list of requirements for city Invitation Committees to present in the form of an invitation to the Advisory Board, at the next EURYPAA. If you have any questions, please write to us at [info@eurypaa.org](mailto:info@eurypaa.org).

- Each Invitation Committee must have at least three AA members who have each been continuously sober for a minimum of one year.
- Invitations must have a tentative commitment from an appropriate facility (hotel, university, convention centers, gymnasiums, etc.) so sized as to accommodate the entire conference. It is welcome to have more than one option for facility, if possible. Please include proposed dates for the conference and a



showing of available meeting space. If available, tentative commitment/information of cost of the facility should be included. If awarded the conference, the Host Committee agrees to submit a site contract to the Advisory Board within 45 days. Host area further acknowledges and agrees that any convention site facility contracts will not be legally binding to EURYPAA without the signature of the EURYPAA Board Chairperson and duly elected Host area chairperson.

- Invitations must provide information regarding housing for attendees, including cost and accessibility to the proposed conference site.
- Invitations must provide mailing and email addresses for their committee.
- Consideration should be given by Invitation Committees to not compete with any other large scale AA event in their country at the time proposed to host EURYPAA. A list of known events within 30 days before and after the proposed conference dates must be provided in the invitation.
- Please demonstrate how the Invitation Committee has been involved with General Service.
- Invitation Committees should be able to demonstrate financial autonomy and responsibility, within the spirit of the 12 Traditions of AA.
- The Invitation Committee must show the EURYPAA Advisory Board that they have compiled the necessary research to determine the effects that national and/or local taxes would have on the proposed conference.
- If awarded the convention, the new Host Committee must agree that all proceeds – after convention and "core" advisory expenses, donations of up to 50% of the remaining proceeds to AA service bodies in their area – remaining proceeds will be turned over to the EURYPAA Advisory Board for their disposition following the conference.
- By submitting an invitation the Host Committee acknowledges their understanding that costs relating to business requiring the involvement of Advisory Board member(s) (i.e., site visit before signing contracts, if required) shall be paid for by the Host Committee for that year's EURYPAA. Great care will be used in any such visits and will require a majority approval of the advisory board before any travel is secured. Approval only applies to (1) board member at a time and other travel will be considered on case by case basis.
- Invitations can take no longer than 20 minutes to present. Be prepared for questions from the Advisory Board after the initial invitation presentation.
- Please draft a statement illustrating the reasons why you wish to host a EURYPAA in your area.
- A pre-registration flyer must be included in the invitation. If awarded the conference, the Advisory Board will see to it that copies are made and available for the Closing Meeting of the EURYPAA conference for people to pre-register and take back to their areas to begin outreach. As site & hotel contracts may not be binding without the award of the conference, it is recommended that only the proposed dates and city be included on the pre-registration flyer.

## **12. Target Annual EURYPAA Board Budget Addendum**

The Operating Committee shall submit for approval the distribution of funds, not to exceed €500.00 Euros to the newly selected host committee for the coming year's Convention. The Advisory Board shall endeavor to maintain a prudent reserve of €3,000 Euros, an operating budget of an additional €3,000 Euros, which the Board shall also endeavor to maintain. It shall also seek to maintain a convention support fund of €2,000 Euros, in case it becomes necessary to provide additional support to annual convention. The prudent reserve, operating budget, and the convention support fund are arbitrary figures based on current economic conditions and can be altered by a simple majority vote of the quorum.