

**Bylaws of
Fresno County Young People
in Alcoholics Anonymous
(FCYPAA)**



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I. Introduction:

- A. Young People's Groups in Alcoholics Anonymous began appearing around 1945 in Los Angeles, Cleveland, and Philadelphia, and now they can be found across North America. In 1958, a meeting of young AAs from across the U.S. and Canada started what is now the International Conference of Young People in Alcoholics Anonymous (ICYPAA), and it has met on an annual basis ever since. At the 1960 A.A. Convention, Bill W. noted that the age of new members was much lower than when he and Dr. Bob founded A.A. 25 years earlier. In a letter to ICYPAA dated June 15, 1969, Bill wrote, "...in recent years, I have found nothing for greater inspiration than the knowledge that A.A. of tomorrow will be safe, and certainly magnificent, in the keeping of you who are the younger generation of A.A. today."

II. Preamble & Mission Statement:

- B. Fresno County Young People in Alcoholics Anonymous (FCYPAA) is a committee sprung out of our 5th and 9th Traditions having a primary spiritual aim, that of carrying the A.A. message to the alcoholic who still suffers. We have no governing body, and we ought never to name boards to govern, but we shall always need to authorize workers to serve our fellowship. We hope to unify young people in our area by practicing the principles of A.A. through meetings, events, and outreach animated by the spirit of service and the necessity of "absolutely insisting on enjoying life!"

III. Membership of FCYPAA:

A. Committee Members

1. The FCYPAA Committee shall be composed of self-identified alcoholics. All members of Alcoholics Anonymous are eligible for membership, regardless of age.
2. All individuals are welcome to attend FCYPAA business meetings as guests; however, only Voting Committee Members have the right to vote.
3. The term "Voting Committee Member" refers to any member of Alcoholics Anonymous who meets one of the following requirements:
 - a) Holds an elected position on the FCYPAA Committee, or
 - b) Has attended three consecutive business meetings and wishes to be recognized as a Member at Large.
4. Voting committee membership will take effect at the beginning of the individual's third consecutively attended business meeting, provided they have maintained continuous sobriety between those meetings.
5. All elected committee members shall serve for one full committee term.
6. Any break in continuous sobriety is considered a resignation of a committee position, including members at large.

B. Attendance Requirements

1. Failure to meet attendance requirements will be considered a resignation from a committee position.
2. Failure to attend two consecutive FCYPAA business meetings or four non-consecutive meetings without prior notice to the Chair, Co-Chair, or Secretary is considered a forfeit of a committee position.
3. Absence from four consecutive business meetings, regardless of notice, will also be regarded as a resignation from a committee position
4. To be marked present you must attend the duration of the business meeting.

IV. Elections:

A. Frequency of Elections:

1. Annual elections for FCYPAA committee positions shall be conducted during the first regularly scheduled business meeting following the ACYPAA conference.
2. No officer shall serve more than one consecutive term in the same position.
3. Nominations for available positions will be considered and voted on during the last business meeting of every month. The nominee must be an alcoholic and have attended at least two FCYPAA business meetings.

V. Rotating Leadership:

- A. FCYPAA committee position elections shall be conducted using the third legacy procedure outlined in the A.A. service manual.

VI. Third Legacy Procedure:

- A. The names of eligible candidates are posted on a board. All voting members (of the area or Conference body) cast written ballots, one choice to a ballot. The tally for each candidate is posted on the board.
- B. The first candidate to receive two-thirds of the total vote is elected.
- C. Withdrawals start after the second ballot. If any candidate has less than one-fifth of the total vote, their name is automatically withdrawn — except for the top two candidates, which must remain. (In case of ties for second place, the top candidate and all tied runners-up remain as candidates.)
- D. After the third ballot, candidates with less than one-third of the total vote will be withdrawn automatically, except for the top two candidates, which must remain. (If there are ties for second place, the top candidate and all tied runners-up remain candidates.)
- E. After the fourth ballot, if no candidate has two-thirds of the total vote, the candidate with the smallest total is automatically withdrawn, except for the top two candidates, which must remain. (If there are ties for second place, the top candidate and all tied runners-up remain candidates.) At this point, the Chair asks for a motion, a second, and a simple majority vote on conducting a fifth and final ballot. If the motion is defeated, balloting is over, and the choice is made by lot — “going to the hat” — immediately. If the motion carries, a fifth and final ballot is conducted.
- F. If no election occurs after the fifth ballot, the Chair announces that the choice will be made by lot (from the hat). At this point, the top two candidates remain. In case there are ties for first place, all tied first-place candidates remain. If there are no ties for first place, the top candidate and any tied second-place candidates remain.
- G. The teller draws lots, and the first one “out of the hat” is the delegate (or trustee or another officer.)

VII. Procedural Guidelines:

- A. FCYPAA shall follow the 12 Traditions and the 12 Concepts for World Service.
- B. FCYPAA members shall not take any actions individually or collectively without the consent of FCYPAA on behalf of FCYPAA.
- C. Funds spent in the spirit of FCYPAA for FCYPAA events and co-hosted events must be approved by the group and, if approved by the group, shall be reimbursed to committee members.
- D. All FCYPAA financial transactions shall be made through its Bank of the Sierra bank account. All reimbursements will be made by check from the Treasurer.
- E. FCYPAA shall maintain a PO box for all correspondence. The Treasurer shall

ensure all the fees are paid on the post office box. The Secretary shall collect all correspondence.

- F. The United States Post Office box, bank accounts, and FCYPAA material should not be used for anything other than FCYPAA business.
- G. Any amendments, deletions, or additions to the bylaws shall be discussed in new business and voted upon by a 2/3 majority vote by members present.
- H. In an emergency when a vote cannot be called, the Chairperson has the right to make a decision in accordance with FCYPAA and the A.A. service manual.
- I. At every event, two committee members must count and sign off on the collected monies before handing them to the treasurer.

VIII. **Financial Management**

A. **Prudent Reserve**

- 1. **Purpose:** The prudent reserve is established to ensure FCYPAA has sufficient funds to cover operational expenses during a financial shortfall.
- 2. **Amount:** The prudent reserve shall be maintained at \$750.

B. **General Use Reserve**

- 1. **Purpose:** The general use reserve is intended for unforeseen expenses and special projects that benefit FCYPAA.
- 2. **Amount:** The general use reserve shall be maintained at \$250.

C. **Excess Funds Management**

- 1. **Maximum Balance:** The total funds, including the prudent and general use reserve, shall not exceed \$2,000.
- 2. **Excess Funds Distribution:** If the total funds exceed \$2,000 at the end of any month, the excess amount shall be considered for donation.
 - a) Donations shall be made to our local AA service structure, divided among the following entities:
 - b) Area Intergroup: 40%
 - c) District Service: 30%
 - d) Hospitals and Institutions (H&I): 20%
 - e) Public Information/Cooperation with the Professional Community (PI/CPC): 10%
 - f) These percentages are chosen based on the most significant impact these services have on supporting AA members and outreach in the local community.
- 3. **Monthly Donations:** If the total funds exceed \$2,000 at the end of any month, the excess amount shall be donated according to the pre-determined percentages by the Treasurer unless the group votes to retain the funds for specific upcoming projects or needs.
- 4. **Approval Process:** All donations and any changes to the prudent reserve, general use reserve, or maximum balance require a 2/3 majority vote by members.

IX. **Meeting Procedures:**

A. Agenda shall follow this format:

- 1. Opening Prayer
- 2. Readings
 - a) Mission Statement
 - b) 12 Steps
 - c) 12 Traditions
- 3. Attendance (guests & committee members)
- 4. 7th Tradition & Announcements
- 5. Approval of Minutes
- 6. Committee Reports
- 7. Old business

8. New business
9. Open positions recognized and filled (Last meeting of the month)
10. Closing prayer

X. Minutes:

- A. The Secretary shall prepare minutes for each meeting, noting old business, motions, actions, and other essential items.
- B. The Secretary shall distribute the minutes to all members 24 hours prior to the business meetings.
- C. Committee members should review minutes prior to the next business meeting and notify the Secretary of any proposed changes. Minutes will be presented and corrected for approval at the next business meeting.
- D. Minutes must be read, corrected, and approved by majority vote. Minority rights do not apply to this procedure.
- E. The Chairperson shall conduct the meeting in a manner that allows the Secretary to take the most accurate notes possible. The group will honor all requests for clarification from the Secretary.

XI. Reports:

- A. All reports shall be concise and well-prepared. All reports shall be provided in writing to the Secretary by the end of every regularly scheduled business meeting.

XII. Motions:

- A. Any member, except the Chair, may make a motion by stating, "I make a motion."
- B. Motions must be seconded, discussed, and voted upon. Following the vote, a minority opinion is automatically voiced. If one of the majority wishes to reconsider, a second vote must be taken.
- C. Motions may be withdrawn or amended by the member making the motion any time before the vote, provided the member who seconded agrees.
- D. In discussion of the motions, the member making the motion has the right to speak first and last on that motion. The Chair will always ask for further debate before giving the floor to the member who motioned to talk last.
- E. If a second vote needs to be taken due to minority opinion, minority rights no longer apply.
- F. If any vote does not show substantial unanimity, the Chair has the right to table the motion. If the motion is tabled, it will be the priority in "old business" at the next regularly scheduled business meeting.

XIII. Discussion of Motions:

- A. Listening
 1. Questions shall only be asked after any speaker's remarks.
 2. The only member who may interrupt a speaker is the Chair.
 3. The Chair may only interrupt a speaker for these reasons:
 - a) Speaking off-topic
 - b) Speaking too long
 - c) Repeating the previous points at length
4. Talking:
 - a) Any member may make a procedural motion at any appropriate break in discussion.
5. The Chair will open the discussion by asking, "Is there any discussion?" The member making the motion has the right to speak first and last.
6. The Chair will call on members or guests who raise their hands to speak.
7. The Chair will always ask for further discussion before returning the floor to the member who made the motion.
8. If the Chair decides the discussion has escalated beyond their ability to keep track of raised hands, the co-chair will keep a list of all the people wishing to speak and follow the list until the Chair can keep track again.

9. Patience, tolerance, understanding, and love are the “watchwords,” so discussions shall be concise, courteous, and dignified.
10. After discussion, the Chair will ask the Secretary to repeat the motion on the table, and a vote will be taken.

XIV. Voting:

- A. Each FCYPAA member has one vote. The Chair of FCYPAA can only vote to break ties. The Chair may not make motions. All officers must vote. Abstention voting is permitted.
- B. All decisions should be reached by an informed group conscience and substantial unanimity, if possible. An informed group conscience is the result of a discussion. Substantial unanimity means:
- C. decisions reached by the group need to reflect the clear will of the group. Substantial unanimity is always greater than a simple majority and should exceed a two-thirds majority of those voting on the matter at hand, if possible.
- D. Minority opinions can be voiced automatically following a vote. If one of the majority wishes to reconsider their position after minority opinions have been voiced, a second vote must be taken.

XV. Right of Decision and Use of Chat Polls

- A. Committee members are encouraged to exercise their "right of decision" in matters that fall within the scope of their position description. This structure ensures that committee members can act efficiently within their roles while maintaining collective accountability and decision-making integrity.
- B. When a committee member feels they would like the committee's assistance in making a decision, they may utilize a poll in the committee's group chat.
- C. Polls for Informational Purposes Only
 1. Polls may be conducted to gauge the committee's input but do not constitute an official vote.
 2. Polls will remain open for 24 hours to allow members an opportunity to respond
- D. Review of Decisions
 1. If the committee determines that a member has acted outside their "right of decision," the committee may take corrective action.
 2. Corrective actions may include undoing the member's decision and/or conferring with the member to clarify their responsibilities and authority moving forward.

XVI. Group Communication

- A. 24 hours prior to and following the second round of elections, notifications must be given to the previous years committee members that they will be removed from the chat if they do not join the committee

XVII. Appendix:

- A. If a situation or condition is not covered here, the Chair or any other member may suggest a method of proceeding that shall be temporarily adopted for that specific meeting upon acceptance by a majority of the members present.
- B. The Chair of the meeting is responsible for guiding the implementation of these procedure guidelines. Should a participant persist in holding the floor without adhering to the requirements of these procedures, or should a participant persist in interrupting or otherwise disrupting the meeting, the Chair has a right to say, “Will you please come to order?” If the discussion continues, the Chair should declare the meeting adjourned.
- C. The 12 Steps, 12 Traditions, and 12 Concepts for World Service precede all procedures covered here. It is not the intention of FCYPAA to violate any tradition or A.A. principle.

XVIII. The Twelve Steps of A.A.

1. We admitted we were powerless over alcohol—that our lives had become

- unmanageable.
- 2. Came to believe that a Power greater than ourselves could restore us to sanity.
- 3. Made a decision to turn our will and our lives over to the care of God as we understood Him.
- 4. Made a searching and fearless moral inventory of ourselves.
- 5. Admitted to God, to ourselves, and to another human being the exact nature of our wrongs.
- 6. Were entirely ready to have God remove all these defects of character.
- 7. Humbly asked Him to remove our shortcomings.
- 8. Made a list of all persons we had harmed and became willing to make amends to them all.
- 9. Made direct amends to such people wherever possible, except when to do so would injure them or others.
- 10. Continued to take personal inventory and when we were wrong promptly admitted it.
- 11. Sought through prayer and meditation to improve our conscious contact with God as we understood Him, praying only for knowledge of His will for us and the power to carry that out.
- 12. Having had a spiritual awakening as the result of these Steps, we tried to carry this message to alcoholics, and to practice these principles in all our affairs.

XIX. The Twelve Traditions of A.A.

- 1. Our common welfare should come first; personal recovery depends upon A.A. unity.
- 2. For our group purpose there is but one ultimate authority — a loving God as He may express Himself in our group conscience. Our leaders are but trusted servants; they do not govern.
- 3. The only requirement for A.A. membership is a desire to stop drinking.
- 4. Each group should be autonomous except in matters affecting other groups or A.A. as a whole.
- 5. Each group has but one primary purpose — to carry its message to the alcoholic who still suffers.
- 6. An A.A. group ought never endorse, finance, or lend the A.A. name to any related facility or outside enterprise, lest problems of money, property, and prestige divert us from our primary purpose.
- 7. Every A.A. group ought to be fully self-supporting, declining outside contributions.
- 8. Alcoholics Anonymous should remain forever non-professional, but our service centers may employ special workers.
- 9. A.A., as such, ought never be organized; but we may create service boards or committees directly responsible to those they serve.
- 10. Alcoholics Anonymous has no opinion on outside issues; hence the A.A. name ought never be drawn into public controversy.
- 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.
- 12. Anonymity is the spiritual foundation of all our traditions, ever reminding us to place principles before personalities.

XX. The Twelve Concepts for World Service

- 1. Final responsibility and ultimate authority for A.A. world services should always reside in the collective conscience of our fellowship.
- 2. The General Service Conference of A.A. has become, for nearly every

practical purpose, the active voice and the effective conscience of our whole Society in world affairs. To ensure effective leadership, we should endow each element of A.A. – the Conference, the General Service Board and its service corporations, staff, committees, and executives - with a traditional "Right of Decision".

3. To ensure effective leadership, we should endow each element of A.A.—the Conference, the General Service Board and its service corporations, staff, committees, and executives—with a traditional "Right of Decision."
4. At all responsible levels, we ought to maintain a traditional "Right of Participation," allowing a voting representation in reasonable proportion to the responsibility that each must discharge.
5. Throughout our structure, a traditional "Right of Appeal" ought to prevail, so that minority opinion will be heard, and personal grievances receive careful consideration.
6. The Conference recognizes that the chief initiative and active responsibility in most world service matters should be exercised by the trustee members of the Conference acting as the General Service Board.
7. The Charter and Bylaws of the General Service Board are legal instruments, empowering the trustees to manage and conduct world service affairs. The Conference Charter is not a legal document; it relies upon tradition and the A.A. purse for final effectiveness.
8. The trustees are the principal planners and administrators of overall policy and finance. They have custodial oversight of the separately incorporated and constantly active services, exercising this through their ability to elect all the directors of these entities.
9. Good service leadership at all levels is indispensable for our future functioning and safety. Primary world service leadership, once exercised by the founders, must necessarily be assumed by the trustees.
10. Every service responsibility should be matched by an equal service authority, with the scope of such authority well defined.
11. The trustees should always have the best possible committees, corporate service directors, executives, staffs, and consultants. Composition, qualifications, induction procedures, and rights and duties will always be matters of serious concern. The only requirement for A.A. membership is a desire to stop drinking.
12. 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, by substantial unanimity; that its actions never be personally punitive nor an incitement to public controversy; that it never perform acts of government, and that, like the Society it serves, it will always remain democratic in thought and action.

XXI. Local YP Meeting Schedule

- A. Monday Night Young People's "What's Up with the Big Book" Book Study
 1. 7:00 PM
 2. Sierra Fellowship, 1521 Tollhouse Rd., Clovis, CA 93611
- B. Tuesday Night Young People's "Beginner Meeting"
 1. 8:00 PM
 2. Northpark Fellowship (Behind Bethany Church), 9161 N. Maple Ave., Fresno, CA 93720
- C. Wednesday Night Young People's Topic Meeting
 1. 8:30 PM
 2. Fresno Fellowship, 2511 W. Shaw Ave. #102, Fresno, CA 93711

3. Saturday Night Life on Life's Terms Young People's
- B. 7:00 PM
 1. Life on Life's Terms (LOLT), 710 N. Fulton St., Fresno, CA 93728

Surrounding Young People's Meetings

- C. Monday "MCVYPAA" (Mid Central Valley)
 1. 7:00-8:15 PM
 2. 915 East Main Street, **Turlock**, CA 95380
 3. Approx. 1 hr, 20 min
- D. Monday "Young People"
 1. 8:00 PM
 2. Beachwood Fellowship, 2265 Dan Ward Road, **Merced**, CA 95348
 3. Approx. 1 hr, 0 min
- E. Wednesday "Young People on Fire" (Candlelight)
 1. 5:30 PM
 2. Valley Group, St. Paul's Basement, 120 N. Hall Street, **Visalia**, CA 93291
 3. Approx. 45 min
- F. Wednesday Los Banos Young People's Group
 1. 5:00 PM
 2. 1443 West I Street, **Los Banos**, CA 93635
 3. Approx. 1 hr, 15 min
- G. Thursday "Merced Young People of AA" (MERCYPAA)
 1. 7:00-8:10 PM
 2. 1040 Canal Street, **Merced**, CA 95341
 3. Approx. 1 hr, 0 min
- H. Thursday "SCCY as Our Secrets" (Santa Clara County)
 1. 8:00 PM
 2. Brick House, 16330 **Los Gatos**, CA 95032
 3. Approx. 2 hr, 30 min
- I. Friday "City Lights" Young People
 1. 10:00 PM
 2. 265 South Street (Suite F), 265 South Street, **San Luis Obispo**, CA 93401
 3. Approx. 2 hr, 30 min

Committee Positions & Responsibilities:

J. Officer Positions:

Position	Suggested Sobriety	Description
Chair	2 Years	Shall arrange for and announce the agenda for all FCYPAA meetings; open FCYPAA meetings and maintain reasonable order during meetings; recognize members entitled to the floor; state and put to the vote all motions adequately made and seconded; announce the results of all votes; affix their signature to necessary committee actions; and be one of two signatures on the bank account. Suggested two years of continuous sobriety and a working knowledge of the 12 Steps and 12 Traditions.
Co-Chair	2 Years	Shall work closely with the Chair, assist the Chair during the discussion by keeping track of those who wish to speak; and, if any position is not filled, shall be responsible for fulfilling the duties of that position and find someone to do so. If the Chairperson is absent, the Co-Chairperson shall be responsible for the Chairperson's duties. If the Chair is left vacant, they shall automatically assume the position, including being a signer on the bank account until an election can be held. A working knowledge of the 12 Steps and 12 Traditions is suggested.
Treasurer	1 Year	Shall keep accurate financial records of all FCYPAA transactions; submit a written financial statement at each FCYPAA meeting; have in possession at the FCYPAA meetings all current bank statements, deposits, and checkbooks; be prepared to make deposits and checkbooks; be ready to make deposits and disbursements as determined by the committee; and be one of two signatures on the bank account. Suggested having a job, a bank account, and a home address.
Co-Treasurer	1 Year	Shall collaborate closely with the Treasurer. Shall automatically assume Chair position if left vacant. Suggested having, a job, a bank account, and a home address.
Secretary	6 Months	Shall be responsible for taking notes in the form of minutes. You shall maintain and update a current phone list of committee members and provide copies of the minutes/phone list upon request. Shall ensure all FCYPAA members have access to the Google Drive and Calendar. Manages committee members access to WhatsApp. Distributes prior meetings minutes in advance of each business meetingp
Co-Secretary	6 Months	In the absence of the Secretary, shall accept the complete duties of the Secretary and shall carry out various duties assigned by the Secretary. Shall automatically assume Secretary position if left vacant.

Bylaws	1 Year	Shall be responsible for knowing procedures and aiding in the efficient conduct of participants during business meetings by the FCYPAA by-laws; organize sub-committee meetings when any FCYPAA member requests by-law amendments; and have a copy of the current by-laws at every FCYPAA business meeting—acknowledging the 12 Traditions and a willingness to learn the 12 Concepts for World Service.
Co-Bylaws	6 Months	Shall work closely with the by-laws Chair and attend sub-committee meetings. In the absence of the by-laws Chair, the duties of the by-laws Chair shall be accepted. The chair position should be automatically assumed if left vacant and suggested knowledge of the 12 Traditions.

K. Non-Officer Positions:

Position	Suggested Sobriety	Description
In-reach	6 Months	Shall coordinate and attend weekly Outreach meetings within our area, particularly meetings and fellowships not well represented within our committee. Shall distribute all committee fliers.
Co-In-reach	3 Months	In the absence of the in-reach Chair, shall accept complete duties of the in-reach Chair and carry out various duties assigned by the outreach Chair. Shall automatically assume Chair position if left vacant. It can have multiple co-chairs.
Outreach	6 Months	I shall be responsible for reaching all FCYPAA functions and other YPAA committees and events. Be willing to call other committees and travel to their events to support them and announce any of our own.
Co-Outreach	3 Months	In the absence of the outreach chair, the outreach chair shall accept the full duties of the outreach chair and carry out various duties assigned by the outreach chair. If the Chair position is left vacant, it shall automatically assume the position.
Events	1 Year	They shall find locations and arrange events that promote unity and recovery among young people in the A.A., regardless of age. All events shall include an A.A. meeting.
Co-Events	6 months	They will work closely with the event Chair. In the event chair's absence, the duties of the event chair will be accepted. You will automatically assume the position if it is left vacant. It can have multiple co-chairs.

Service	1 Year	We shall act as our liaison between FCYPAA and the general service office, local intergroup, hospitals and institutions, and PI/CPC. Obtain letters of support from the area and regional districts. Shall report all area and district events to the committee—suggested knowledge of the 12 Traditions and a willingness to learn the 12 Concepts for world service.
Co-Service	1 Year	Shall act as an alternate representative when the service Chair cannot attend. Shall accept and perform complete duties of the service Chair in their absence. Shall automatically assume Chair position if left vacant. I will work closely with the service chair to ensure tasks are completed. Suggested knowledge of the 12 Traditions and a willingness to learn the 12 Concepts for World Service. It can have multiple co-chairs.
Graphics	6 Months	Shall design and produce printed or web-based FCYPAA materials that require graphics, including, but not limited to, event flyers.
Co-Graphics	3 Months	It will work closely with the graphics Chair and accept its complete duties in its absence. If the Chair position is left vacant, it will automatically assume that position. It can have multiple co-chairs.
Program	1 Year	Shall fulfill A.A. meeting obligations at FCYPAA events, which may include finding speakers, readers, etc.; maintaining meeting formats and timeliness; fulfilling meeting Secretary position at event meetings; or finding someone else to do so.
Co-Program	6 Months	Shall assist program Chair with responsibilities and accept full responsibilities of program Chair when program Chair is absent. Shall automatically assume Chair position if left vacant. It can have multiple co-chairs.
Prayer	90 Days	To remind FCYPAA members of the primary element of our service work. Responsible for opening and closing all committee meetings with a prayer. If personalities start to precede principles, he has full authority to stop committee meetings for prayer.
Co-Prayer	30 Days	Shall accept and perform duties of prayer Chair when absent and will research appropriate prayers to guide our committee in an inclusive, never exclusive manner. Shall automatically assume Chair position if left vacant.
Literature	3 Months	Act as the caretaker of A.A. literature and ensure it is available at committee meetings and all events. Expanded functions include caring for archive material, including documents, flyers, and memorabilia of all FCYPAA events and all events attended by FCYPAA operating as a group or committee, most notably WACYPA, ACYPAA, ICYPAA, as well as other YPAA committee events around our state.

Hospitality / Coffee	6 Months	Make arrangements and suggestions regarding refreshments for FCYPAA events, including, but not limited to, soft drinks, bottled water, coffee, cookies, cake, and entrees when needed. Regarding coffee, it is the responsibility to ensure it is always available. If coffee is unavailable or there is no access to a coffee maker, we will make an emergency run to the nearest coffee house location for sustenance. Responsibilities include procuring silverware, cups, plates, bowls, etc. We will submit receipts or the budget to the treasurer before the event. Responsible for storing food, beverage, ice chests, and other hospitality items
Co-Hospitality / Coffee	3 Months	I will work closely with the Hospitality Chair to assess and procure the needed materials. When the Hospitality Chair is absent or not available, the co-chair is designated to coordinate procuring supplies in a timely and fiscally responsible manner. If the Chair position is left vacant, I will automatically assume it.
Unity	6 Months	is responsible for hosting activities and meetings to promote unity among FCYPAA committee members. These activities can bring members closer together and enhance the spiritual atmosphere and sense of community within our committee.
Co-Unity	3 Months	I will work closely with the unity chair to host activities that promote unity among FCYPAA committee members. When the unity Chair is absent or unavailable, the co-unity Chair is automatically designated to coordinate activities. Shall automatically assume Chair position if left vacant.
Website	6 Months	Responsible for the creation and maintenance of the FCYPAA website upon establishment. Duties include submitting ideas for updates and changes to be voted upon by the committee to ensure proper adherence to principles embedded in our traditions.
Co-Website	3 Months	I will work closely with the website chair to create and maintain the website. When the Website Chair is absent or unavailable, the Co-website Chair is automatically designated to all website responsibilities. If the Chair position is left vacant, I will automatically assume it.
Archives	3 Months	Responsible for taking pictures at FCYPAA events and activities, collecting photographs and flyers, and compiling a scrapbook to present to FCYPAA at the end of the committee term.
Special Needs	30 Days	Responsible for assisting A.A. members with their unique needs at FCYPAA meetings and events.
Communications	3 Months	Shall distribute all “mass text” throughout FCYPAA members related to FCYPAA events, subcommittee meetings, outreach events, in-reach meetings, business meetings, and all FCYPAA-related messages. This Chair may not be used to distribute anything but A.A.-related texts in the spirit of the traditions.

WACYPAA Liaison	1 Year	Liaison between FCYPAA and WACYPAA events. Shall bring all FCYPAA events information to the WACYPAA committee and all WACYPAA events information to the FCYPAA committee.
LGBTQ+ Liaison	6 Months	Liaison between FCYPAA and LGBTQ+ events. I shall bring all FCYPAA events information to LGBTQ+ meetings and all LGBTQ+ events information to the FCYPAA committee.
Co-LGBTQ+ Liaison	3 Months	Shall work closely with the LGBTQ+ liaison. Without the LGBTQ+ liaison, it shall accept the complete duties thereof. Shall automatically assume liaison position if left vacant. It can have multiple co-chairs.

L. Conference Bid Positions:

Position	Suggested Sobriety	Description
Bid Package Chair	1 Year	Coordinate the completion, production, and transportation of FCYPAA conference bid packages in accordance with the group conscience and conference bidding requirements. This includes the creative orchestration of the skit.
Co-Bid Package Chair	6 Months	Shall work closely with the bid package Chair. In the absence of the bid package Chair, the duties of the bid package Chair shall be accepted. Shall assume Chair position if left vacant.
Facilities / Security	1 Year	During conference bid package preparation, commitments shall be obtained from at least two appropriate facilities large enough to accommodate the entire conference. Responsibilities include contacting and obtaining security company estimates for FCYPAA events and ACYPAA Conference bids to be voted on by FCYPAA. When not operating as a bid-committee representative, the facilities Chair will also act as a liaison between FCYPAA and the facility or group (including YPAA) when we hold business meetings.
Co-Facilities / Security	6 Months	Shall work closely with the Facilities Chair. In the absence of the Facilities Chair, shall assume the responsibilities of the Facilities Chair, shall automatically assume Chair position if left vacant.
Social Media	6 Months	Develop, implement and maintain all strategic social media (Facebook, Instagram, or any other social media platform) communications, public relations, outreach, and event activities and materials, Works closely with Graphics Chair to ensure the flyers are posted as early as possible before an event. Consistently increase the visibility and reputability of the organization. Develop and update an organizational social media presence. Manage event attraction through social media

		platforms. Creat content to help attract new members.
Co-Social Media Chair.	3 Months	Works closely with the Social media Chair. In the absence of the Social Media Chair shall assume the responsibilities of the Social Media Chair, shall automatically assume Chair position if left vacant.