

I. PREAMBLE

We, the members of the Virginia State Conference of Young People in Alcoholics Anonymous, set forth this day to establish and preserve, by the following principles, the experience of our predecessors. In 1996, the Virginia State Conference of Young People in Alcoholics Anonymous (VSCYPAA) was founded for furthering the principles of AA among young people in the State of Virginia. The first VSCYPAA committee set out and defined the mission of the conference: "To unite AA members in the State of Virginia, and to help young people stay sober and have fun." In 1997, after the first conference at Virginia Beach, Virginia, a permanent committee was established for the preservation of the experience and material. We think it beneficial to establish a custodian to preserve the efforts and experience, lest they be lost. Being aware that not all young people find our conference, convention or committee meetings necessary, we do not propose to be a universal answer or governing body for young people. We believe it beneficial to share our experience with all who have requested our help, for it is through our sharing that we have learned to function within the framework of the AA traditions.

II. PURPOSE

The Advisory Council of The Virginia State Conference of Young People in AA (hereinafter "Advisory Council" or "Council") is formed for the express purpose of furthering the principles of Alcoholics Anonymous through its annual conference, year-round activities, meetings, and internet website. The Council is the custodian of the conference experience. It shall offer, to anyone who requests it, information regarding young people and young people's groups as pertaining to recovery on the AA program. It shall make its knowledge and experience available to the Virginia Area Committee and AA General Service Office on a regular basis for use throughout AA.

The Virginia State Conference of Young People in Alcoholics Anonymous ("VSCYPAA") adheres to the spiritual principles of Alcoholics Anonymous ("AA"), its 12 Steps, Traditions, and Concepts. VSCYPAA is committed to an environment free of discrimination and harassment, including sexual harassment. To this end, VSCYPAA requires the VSCYPAA Advisory Council ("Advisory Council"), VSCYPAA Host Committee ("Host Committee") members, Bid Committee members, attendees of the annual convention or events, and all participants in VSCYPAA -operated or -moderated websites, internet forums or social media pages (including but not limited to: VSCYPAA.org or any other titled entities involving the namesake, the private VSCYPAA Facebook group and Facebook groups maintained by the Host Committee) to adhere to this Policy.

NON-DISCRIMINATION POLICY

VSCYPAA expressly prohibits any form of discrimination by or against its Advisory Council Members, Host Committee members, Bid Committee members, or attendees of the annual convention or events, and all participants in VSCYPAA operated or -moderated websites, internet forums or social media pages, based on age, race, color, religion, sex, national origin, creed, disability, veteran's status, sexual orientation, gender identity or gender expression. Discrimination is adverse treatment of any individual based on their said protected attribute, rather than on the basis of their individual merit.

ANTI-HARASSMENT POLICY

VSCYPAA expressly prohibits any form of harassment or sexual harassment by or against any Advisory Council members, Host Committee members, Bid Committee members, attendees of the annual convention events, and all participants in VSCYPAA-operated or -moderated websites, Internet forums

or social media pages. Harassment is unwelcome or unwanted conduct, whether verbal, physical or visual, toward an individual because of their age, race, color, religion, sex, national origin, creed, disability, veteran's status, sexual orientation, gender identity or gender expression, when the conduct creates an intimidating, hostile or offensive environment. Sexual harassment is conduct by a person of any gender, whether of the same or different gender, which makes or subjects any person to unwelcome sexual advances, unwelcome requests for sexual favors, or engages in any other unwelcome verbal or physical conduct of a sexual nature, where (1) submission to or rejection of such conduct by an individual is used as the basis for decisions affecting that individual, or (2) such conduct has the purpose or effect of unreasonably interfering with an individual's experience by creating an intimidating, hostile, or offensive environment. Determining what constitutes sexual harassment depends upon the specific facts and the context in which the conduct occurs. Sexual harassment may take many forms-subtle and indirect, or blatant and overt.

III. STRUCTURE

- A. Each annual conference committee (host committee) shall elect three people from its committee to serve on the Advisory Council. Council members shall be elected through third legacy procedure as stated in the AA Service Manual, and the host committee will decide who is eligible to vote. Those being selected must have served on the conference committee continuously for six months prior to the actual conference on which they served. Those selected shall serve as voting members on the Council for the conference and through five following conferences.
- B. There is no sobriety requirement to be elected to the Council from the host committee.
 - i. For Officer Positions, 2 years minimum sobriety is required to hold the elected positions (per suggested guidance on service positions from GSO). Positions will identified under section **IV. Operating Committee**
- C. Council members shall have reached their eighteenth birthday upon election. The host committee may nominate a member from its committee who is seventeen; however, it requires a two-thirds vote of the Council to approve this nomination.
- D. Upon being elected to the Council, if any Council member misses 2 out of 4 consecutive quarterly meetings without informing the Council, or misses 2 of 5 annual meetings, it is standard procedure that they be asked to resign, as they are not carrying out the responsibilities of the position.
- E. A break in sobriety shall be considered an immediate resignation of position on advisory, and Council members will act appropriately as deemed necessary.
 - i. If an individual is acting Treasurer and relapses, the individual immediately forfeits all rights to the account, even if it is opened in their personal name. Council will vote in new Treasurer, and transfer monies if they see fit (to both).
- F. Council will maintain membership of 12 to 15 members. If membership drops below 12, vacant Council seats will be filled in this order:
 - i. Previously designated alternate from their year's host committee;
 - ii. Any willing previously designated alternate from a previous year's host committee (in descending order);
 - iii. Any previous Council member (in descending order).

IV. OPERATING COMMITTEE

- A. The Council shall elect from its membership an Operating Committee consisting of, but not limited to:
- i. Chairperson
 - ii. Co-Chairperson
 - iii. Secretary
 - iv. Treasurer
 - v. Archivist and
 - vi. Outreach Coordinator

Each elected officer shall not take any actions individually or collectively without the consent of the Council. Operating Committee members must be Council members. They must serve as standing Council members for one year before being eligible to be elected to the Operating Committee. Upon election, they shall serve for two years and may be elected or reelected to one additional term. Council members shall use the election guidelines found in the AA Service Manual.

- B. Council members may be elected to the Operating Committee in their last year on Council, which extend their term on Council for a total of 6 years. No Council members shall be eligible to stand for a position on the operating committee after their original term on Council has expired.
- C. The term for all Operating Committee positions is two years. If for any reason an Operating Committee position is vacated and filled mid-term, the newly elected Council member will only fill this position for the duration of the original two-year term. The Council member may be reelected into the position.
- D. The Operating Committee positions will be elected in alternating years. During even numbered years, Chairperson, Co-Chairperson and Archivist will be elected. During odd numbered years, Treasurer, Secretary and Outreach Coordinator will be elected.

- i. **CHAIRPERSON:** Arrange and announce all Council meetings. Provide Secretary with the agenda one week prior to the scheduled meeting, so it can be distributed before the meeting, including the meeting format. Open Council meetings and maintain meetings in a reasonable order. Recognize members entitled to the floor. State and put to a vote all motions properly made and seconded; does not vote or put opinion in the motions. Announce the result of all votes. Affix his/her signature to all Council actions. Be one of the three signatures on all bank accounts. Act as advisor to the chairperson of the annual host committee and ensure that all host committee and Council obligations are being met. Study and understand the by-laws and their application. Responsible for making updates to by-laws if voted on by committee. Make copies available to all VSCYPAA Advisory members upon request as well as host committees and bid committees. Serve as a guide to make sure that VSCYPAA Advisory acts in accordance with the by-laws. Have a working knowledge of the 12 Steps, 12 Traditions and 12 Concepts for A.A. World Service. Serve as a liaison between advisory and host committees. Bring awareness towards specific points of our by-laws to ensure Programs chair appropriates time/meeting space at the conference to hold bid sessions. Guide the treasurer and chair towards how they are to disburse money after the conference. Both of these can be found in by laws in section VIII. Suggested two years or more of sobriety for this elected position, per the GSO pamphlet.
- ii. **CO-CHAIRPERSON:** In the Chairperson's absence, shall accept the full duties of the Chairperson. Carry out the various duties assigned by the committee. Act as liaison between the Council and the General Service Office. Be one of three signatures on all bank accounts. Send the current year's convention flyer to the Virginia Area Committee (VAC) Web Team to be uploaded online. Act as advisor to the co-chairperson of the annual host

committee and ensure that all host committee and Council obligations are being met. Suggested two years or more of sobriety for this elected position, per the GSO pamphlet.

- iii. **TREASURER:** Keep accurate financial records of all Council transactions. Give treasurer's report at Council meetings, and submit a quarterly financial statement to all Advisory Council members. Have bank statements readily available at Council meetings. Maintain all accounts to be subject to inspection at any time. Be one of three signatures on all bank accounts. Pay all fees for the internet website. Act as advisor to the treasurer of the annual host committee. Assist the Advisory Council and host committee activities chairperson with financial and activity planning to ensure that the conference maintains its financial obligations. Have access to host bank account regularly. Suggested two years or more of sobriety for this elected position, per the GSO pamphlet.
- iv. **SECRETARY:** Act as custodian of all Council materials. Keep minutes of all Council meetings. Distribute agenda by e-mail no later than the Wednesday prior to all Council meetings, and to all Council members. Furnish information from Advisory Council records to anyone who requests it. Retrieve and review all correspondence. Answer all correspondence promptly and to the will of the majority of the Council members. Furnish minutes of the Council meetings to Council members. Furnish copies of all correspondence to all Council members on all matters affecting the Council or young people in AA. Advise and maintain communication with the host committee secretary. Ensure that all documentation and other communications media maintain the integrity and language as described in this document. Update active Council member list quarterly and supply to host. Keep attendance records and reports of Council meetings. Collect and archive from the conference flyers, programs, documents, and any merchandise they want to contribute to archivist within 30 days of conference.
- v. **ARCHIVES COMMITTEE:** The Archives Committee consists of the Advisory Archivist and the Standing Archivist. The Advisory Archivist is an elected position that rotates every two years. The Standing Archivist is an elected position that rotates every four years to provide consistency and a long-term perspective in the position. The duties of the Archives Committee are: manage and organize the VSCYPAA archives; gather archives materials from each year's conference (items that can be collected can include, but are not be limited to: minutes, hotel contracts, bid packages, tapes, banners, t-shirts, showcases, displays); make available all obtainable archival materials related to VSCYPAA Advisory Council history; promote, protect and preserve the collection of the VSCYPAA archives; keep the official archives organized and accessible; examine and report to the Council the condition of the current records; be the liaison between the G.S.O. Archivist, VAC Archivist and the Advisory Council pertaining to all VSCYPAA archives issues; follow the Archives Guidelines set forth by G.S.O.; have on display the Advisory Council minutes; make suitable arrangements for transportation and display of archive materials at the conference and area (VAC) assemblies; at all times act in accordance with the Twelve Traditions, being especially concerned with protecting members' anonymity, and in accordance with the Twelve Concepts for World Services, exercising appropriate authority while always remaining accountable to the guidance of the Advisory Council; must submit a written report at the annual Council meetings detailing all activities of the preceding year, with a description of all expenses associated with fulfilling their duties and a projected budget; will maintain an appropriate level of communication between the Council and the host committee's archivist. Collect and archive flyers, documents, programs, host year items, etc. to be submitted by host no later than 30 days after conference. Store items at VAC archives office in Waynesboro, VA. Have contact with Area Archivists for access.

- vi. **OUTREACH COORDINATOR:** Act as the custodian of the mailing list database. Work closely with each host committee to ensure that outreach is taking place for the benefit of each annual conference. Create and/or distribute the current conference flyer (if available). Send (annually) this information to all VA Intergroups, District Committee Members, and registered young people's groups in the Virginia area.
- vii. **STANDING WEBSITE CHAIRPERSON:** Maintain an active internet presence for the vscypaa.org website. E-mail forwarding addresses for all Advisory Council members using the @vscypaa.org domain name, i.e. the Advisory mailing list and processing the Secretary's website change requests in a timely manner. Ensure that all fees associated with maintaining an internet presence are submitted to the Treasurer and promptly paid. Share passwords with Chair/Co-Chair.
- viii. **BY-LAWS CHAIR:** Study and understand the by-laws and their application. Responsible for making updates to by laws if voted on by committee. Make copies available to all VSCYPAA Advisory members upon request as well as host committees and bid committees. Serve as a guide to make sure that VSCYPAA Advisory acts in accordance with the by-laws. Have a working knowledge of the 12 Steps, 12 Traditions and 12 Concepts for A.A. World Service. Serve as a liaison between advisory and host committees and make sure they're aware of specifics of our by laws. Specifically make sure their programs chair gives us space to meet at the conference and hold bid sessions. Also make sure the treasurer and chair are aware of how to disburse money after the conference. Both of these can be found in by laws in section VIII.
- ix. **BID CHAIR:** Seek to generate bids to host VSCYPAA. Seek to generate bids to host VSCYPAA; invitations to bid to host the next conference; information on how to get involved with a current host or bid committee. Coordinate with outreach chair with whom you are contacting to not "over" contact places and people.

V. OTHER COUNCIL ELECTED POSITIONS

- A. The Advisory Council may, with a two-thirds vote, establish other councils and elected positions, as needed to meet challenges that face the Advisory Council, for the duration of these challenges.

VI. PROCEDURES

- A. The Operating Committee shall submit for approval the distribution of funds for the coming year. The Council shall endeavor to maintain a prudent reserve of \$3,000.00 (after distribution of seed money), should Council be called to assist or host the conference. The reserve fund is an arbitrary figure based on current economic conditions and can be altered by a simple majority vote.
- B. The Council should allocate \$1,000.00 "seed money" for the bid committee that is awarded the conference and disburse these funds promptly, so as not to cause unnecessary delay and confusion. It is designated that the \$1,000.00 awarded to the host committee must be returned to the Advisory Council Treasurer no later than 11am of the final day of the conference. The seed money is an arbitrary figure based on current economic conditions and can be altered by a simple majority vote.
 - i. Prior to dispersing of funds/seed money, hotel contract **must** be approved by Advisory
- C. The Council shall maintain an internet website and electronic mail address for VSCYPAA. The Co-Chairperson shall make sure that this site maintains only the official documentation of VSCYPAA and information on how to contact the current host committee. The Treasurer shall make sure that any

fees associated with the establishment of the website and electronic mail address are paid. The Secretary will be responsible for receiving any correspondence obtained from the website or electronic mail.

- D. The Advisory Council has sole responsibility for maintaining and updating the “Advisory Council Bylaws” and the VSCYPAA website. The Operating Committee should bring to the Council for approval any suggestions for the updating of these documents. The Advisory Council has sole responsibility for any language, logos, titles or other physical or intellectual tools developed for use by VSCYPAA.
- E. The Council financial transactions shall be made through its bank accounts.
- F. No member of Council shall incur expenses in the Council name without first receiving two-thirds majority approval of the Council.
- G. The Council shall be foremost aware of the welfare of AA as a whole. The Council shall adhere strictly to the Twelve Traditions of AA.
- H. The Council shall act as a body and no individual shall act independent of the majority opinion.
- I. The website and bank accounts and Council material should not be used for anything other than Council business. These materials should not be used in group or area business.
- J. Any Council member proposing a change to the “Advisory Council By-laws” or the VSCYPAA website should distribute copies of such proposals to all Council members for evaluation. This should be done prior to any mandatory or annual meeting, so the respective proposals can be put to a vote. Any emergency proposals may be added to the agenda by a two-thirds majority vote.
- K. All materials of the Council shall be deemed property of the Council and passed on to our successors.
- L. All documents and revisions existing and produced will have current date affixed as a part of those documents.
- M. Any monies that have been earned by the host committee after all expenses (including seed money) have been met will be distributed as follows: 50% to the Advisory Council, and 50% to the host committee’s choice.
- N. Any monies presented to the Advisory Council that exceeds the prudent reserve of \$3000 plus the \$1000 indicated seed money will be distributed by the Advisory council per the AA Group pamphlet, or whatever the Advisory Council agrees on.

VII. ADVISORY COUNCIL MEETINGS

- A. The Chairperson shall call for and arrange a meeting place and agenda for all Council meetings. A quorum shall consist of two-thirds of the Council members at any of the Council meetings. Motions and resolutions shall require a simple majority vote of the quorum. All Council members have one vote and may vote on all matters. Absentia voting is not permitted. A vote of two-thirds of the quorum is necessary to change the By-laws or rescind operating rules.
- B. The Council shall have the sole authority in overseeing the bid session to determine to whom the next annual conference should be awarded. In the event that no bid is placed, that the Council determines that no bid committee is capable of successfully hold the conference, or it appears that [at any time after the conferences is awarded] the host committee will not meet its minimum financial responsibilities to Council or any vendors, an emergency meeting of the Council shall be called without delay. All past and present Council members will be invited to attend in order to find a suitable site for the conference, determine if the conference should be suspended and the subsequent fate of the Council and its function.
- C. Attendance at Council meetings is open to all members of AA, with the exception of the meeting at the conference. The Chairperson will advise any non-Council attendee that they are welcome and encouraged to listen. Any participation in discussion by these attendees will occur only as permitted by the Chairperson.

VIII. GUIDELINES FOR THE CONFERENCE AND HOST COMMITTEE

- A. During the conference weekend, the host committee will provide the following meeting space at the convention facility for the Advisory Council:
 - i. Bid Session Saturday 1pm-2pm; max 100 persons
 - ii. Advisory Council Meeting Saturday 11am-1pm; max 18 persons
- B. After the bid city is awarded the conference, they are responsible for returning to their home city and promptly (within one month) outreaching and establishing the time and location of the primary host committee elections. The primary host committee elections are to be observed by the Advisory Council and must follow Third Legacy procedures as outlined in the AA Service Manual. The following mandatory positions are to be voted on: Chairperson; Co-chairperson; Treasurer; Secretary; and, Outreach Chairperson and By-laws Chair. This core committee will determine where and when any other elections and meetings are to take place. For business reasons, the Chairperson, Co-Chairperson, Treasurer, and Hotel/Site Chairperson must be at least 18 years of age. It is suggested that these officer positions follow the 2yr sobriety suggestions as outlined in the GSO pamphlet, but if not possible, each electee is to be voted in with care (as also outlined and suggested in the pamphlet).
- C. All annual conferences shall be designated as such and be designated with a number to preserve its autonomy and character. The conferences shall not be held in conjunction with any function, AA or otherwise. The host committee will make every reasonable effort not to hold the conference in conflict with other AA events.
- D. The host committee is responsible for returning the seed money provided them by the Advisory Council no later than 11am of the final day of the conference. The host committee is under obligation to pay its own expenses.
- E. All material and financial assistance given along with the conference profit, after expenses, shall be returned to the Council within 30 days following the end of the conference.
- F. The host committee must provide an accounting of funds taken and disbursed during the conference. The accounting for the funds collected must detail the nature of the receipt such as entrance fees, collection for T-shirts, etc. In order to comply with IRS regulations, the host committee shall provide, on a monthly basis, true and accurate financial accounting to the VSCYPAA Advisory Council. The VSCYPAA Advisory Council Treasurer will in turn distribute these reports on a quarterly basis to all members of the VSCYPAA Advisory Council. Disbursements must include receipts for all approved expenditures detailed into categories.
- G. The host committee has 30 days after the conference dates to forward a financial statement and profits to the Advisory Council Treasurer. It shall be the responsibility of the newly elected Advisory Council members from the host committee to make sure the financial statement and profits are forwarded within the 30-day period. All bank accounts and other accounts with vendors must be closed within this timeframe.
- H. The conference may not be hosted more than once within the same AA District for at least five years, without the approval by two-thirds majority vote of the Advisory Council.
- I. No host committee member may hold a primary committee position for more than two years, whether the same position or different, whether consecutive years or not. This is to encourage the spirit of rotation and discourage any individual or group from dominating the conference.
- J. Each host committee member elected to a primary committee position (one of the six described above) must agree to work closely with their appointed Advisory Council advisor to ensure that they fulfill their commitment to the conference by understanding and executing their appointed responsibilities thoroughly.

- K. No member may be elected to a primary committee position (one of the six described above) unless he/she is under the age of 40 at the time of the election. Exceptions may be made with a two-thirds vote of the attending Advisory Council members.
- L. The host committee can create an email address for use of the conference. This, with the use of Venmo, has been found to be useful tools for the committees and Outreach today. E-mail address, phone number, and any other methods of communication used by the host committee must be closed and/or rerouted to the Advisory Council prior to 30 days following the conference.
- M. The host committee should be offered all prior conference material along with any individual or collective information the Council members possess. They are a distinct committee but should function within the guidelines of this document. The host committee should operate free of Council domination but with the knowledge that the Council stands ready to assist when requested or when the conference committee appears to be in difficulty. If the host committee has trouble, the Advisory Council will seek ways of salvaging the conference and the conference committee.
- N. In keeping with the Third Tradition of Alcoholics Anonymous, "The only requirement for A.A. Membership is a desire to stop drinking", arrangements should be made to make all conference events handicap accessible. Consider physically challenged and Deaf and hard of hearing attendees. If it looks like a fair amount of any particular non-English-speaking minority will be attending the conference, a translator should be recruited.
- O. The host committee should include at least two handicap accessible rooms in the room block as part of the hotel contract agreement.
- P. Before closing the Saturday night speaker meeting, the Advisory Council will be invited up to the podium to announce the host city of the next year's conference.

IX. SUGGESTIONS FOR THE CONFERENCE AND THE HOST COMMITTEE
(OUR EXPERIENCE, STRENGTH AND HOPE)

A collection of suggestions that your VSCYPAA Host Committee may find helpful.

- A. General:
 - i. Don't drink, go to meetings, read the big book, talk with your sponsor, call another alcoholic, and PRAY –keeping in mind that VSCYPAA is service, which is a part of the 3 Legacies. Always remember your 6 Simple Actions are daily.
 - ii. Remember your primary purpose: "To stay sober and help other alcoholics achieve sobriety."
 - iii. VSCYPAA is not an excuse to have a nervous breakdown.
 - iv. Call the Advisory Council members when in doubt. They're just drunks like you and they've been through what you are going through, both good and bad. At the end of the day, communication with another alcoholic helps when the rough gets going. The book tells us, "it is a design for living that really works!"
 - v. Get the AA Service Manual, utilizing current topics pertinent as a current host committee, such as: the Third Legacy Procedure, or the Twelve Concepts for World Service. It is not necessary to read cover to cover to host the conference.
 - vi. Get a copy of the AA Conferences and Conventions brochure from GSO. Also, get a copy of the AA and Al-Anon interaction brochure from GSO.
 - vii. In your committee business meetings. Try not to repeat ideas or opinions that have previously been shared. This saves time and allows for more topics to be covered.

Positions/Committees:

- B. Here are some other suggested positions/committees:
 - i. Program Chairperson
 - ii. Registration Chairperson

- iii. Hospitality Chairperson
- iv. Events Chairperson (events at conference, as well as fundraisers before)
- v. Literature Chairperson
- vi. Media/Merchandise Chairperson (logo, hats, shirts, etc.)
- vii. Archivist
- viii. Diversity Chairperson (help ensure adequate cross-section of AA's in the VA area are represented)
- ix. Technology Chairperson (phone, web, e-mail, taping, etc.)
- x. Prayer Chair
- xi. Bylaws Chair (officer)
- xii. Accessibility Chair
- xiii. Unity Chair

(Depending on the number of persons participating with the committee, you may want to consider having "co-" positions. This provides an opportunity for many to gain experience.)

C. Hotel/Site Chairperson:

- i. When choosing a location to host the conference, remember your primary purpose: "to stay sober and help other alcoholics to achieve sobriety." Choose a location that can serve the AA members we are targeting in the surrounding area. It is great to be close to beach or places of historical significance, but if the area already has strong AA, and/or the cost becomes unattainable for most young people, are we really being of service? We want to be as inclusive as possible, so accessibility should be thought is as well.
- ii. Work with your hotel/site reps to try to estimate collective total costs for the conference before the conference actually happens. Ask for previous hosts for their conference contracts to gain perspective. Try to stick to the contract. Make the hotel/site stick to the plan as well.
- iii. Don't assume anything that is not explicitly in your signed contract will be provided by the hotel/site, especially not free.
- iv. Look for the hidden costs like coffee, dance floor setup, electricity charges, labor rates for setup/breakdown, PA setup, loading dock labor, intra-hotel transport (often the hotel requires that their staff carry things, for insurance reasons), hotel taxes and fees, etc. Always ask your hotel reps every silly question that comes to mind that may involve some service or charge you haven't talked or placed in the contract yet. On this topic, there are no silly questions.
- v. Put everything, yes everything in the contract, even if the hotel/site reps tell you, "Oh, no problem." IF IT'S NOT IN THE CONTRACT, IT'S NOT A TRUE AGREEMENT. Do not consent on verbal agreements.
- vi. Consider affordability and transportation when selecting a hotel/site.
- vii. Don't assume you can bring anything into the hotel/site like PA systems, food, and goods for sale like T-shirts. Clear them with your hotel/site reps first. h. Have legal counsel review any hotel or service contracts before you sign them. You can usually find a lawyer who is willing to provide pro bono (free) services. i. Get a liability insurance policy to cover the conference and its attendees. It will indemnify you individually against any lawsuits that may arise from events that might transpire at your conference. Just because you're getting a policy, don't assume that it covers everything. Have the insurance agent and your legal counsel review the policy coverage and terms before you buy.
- viii. Avoid Hold Harmless clauses in your contract with your hotel/site whenever possible.
- ix. Location of overflow hotels in relation to main hotel/site should make sense for pedestrian attendees who may return to their rooms more than once a day.
 - x. Inform the hotel/site and pre-establish a policy regarding "hanging out", i.e. restricted areas, curfews, potential fire code violations, and provide direction to attendees in announcements.
 - xi. Consider asking about locations and space for overflow parking.

D. Treasury:

- i. Make a budget IMMEDIATELY. This can be a "living" budget, a planning tool to help as you approach your conference. Ask the last conference committee and/or previous conference committees for their budgets and previous expenditures on planned pre-conference events, merchandise, and registration to see what pre-conference cost you have to prepare for. Ask for quantities of t-shirts, mugs, etc. bought for and sold at the last conference.
- ii. Suggested number of people with authorized hotel charge signature is 4. Make clear what their spending limits should be for, and what items, such as coffee. Each signatory should have a well-understood and bounded signature authority that corresponds with budget line items.
- iii. Progressing with newer forms of digital payments, consider using apps such as Venmo, PayPal, Square, or taking cash and/or money order as payment methods on-site and online. It is up to the committee if you want to accept personal checks.
- iv. Call GSO, identify yourself as a VSCYPAA host committee member, and talk to someone these about the Seventh Tradition, what it means to you and LISTEN to what it means to them.
- v. Be conservative, and avoid financially overextending yourselves. A little will go a long way, and we needn't stock everyone at the conference with everything.
- vi. Put cash in the bank immediately.
- vii. Keep good records. This includes having frequent, MONTHLY Treasurer's Reports.
- viii. Only reimburse expenses when a receipt is presented.
- ix. Beware of the reimbursable expenses before your conference. Ensure Hotel deposits are paid in full prior to reimbursing larger receipts. Establish your reimbursable expense policy early in your hosting efforts, in accordance with your budget.
- x. Use the "Just in Time" technique to meet your conference's cash flow needs. When you place orders for things like programs, t-shirts, etc. try to minimize your up-front deposit, request delivery just before the conference, and ask for Net 30 Day terms from your vendors, where Net 30 Days is defined as 30 days after the conference. Most vendors, once you explain the nature of the conference, may be open to more flexible terms.
- xi. Every attendee doesn't need a T-shirt. Be conservative. "It's not about T-shirts" (or any other trinket). They can't keep you or anyone else sober. Buttons don't sell well. Key chains sell only a little better.

E. Program Chairperson:

- i. Allow for maximum participation by visitors.
- ii. Start asking main meeting speakers for tapes NOW. It's harder than you might think to get tapes. Set aside ample time and a place to listen to the tapes, and invite more than just the Program Committee members.
- iii. Don't overload the program with committee workers.
- iv. Relationship meetings (if you choose to have them) always require more space. e. Don't overschedule. Keep things simple, especially during "Main Events".
- v. Use a meeting directory for your local area as a guide to the kinds of meetings that AA's attend.
- vi. VSCYPAA is an AA recovery conference, not a stage show. You don't have to be extravagant. You don't need three rings. In any empty room, sober alcoholics will enjoy each other's company and sobriety.

F. Registration Chairperson:

- i. Pay prompt attention to distributing and posting conference fliers to intergroup and Area websites (at least eight months before the conference), information packets, etc. The sooner they go out, the larger your early pre-registration and the better VSCYPAA's message will be carried.
- ii. Encourage as much pre-registration as possible.

- iii. Over-schedule volunteers manning the registration desk as the conference. You can never have too much help.
- iv. Have someone set up a computer-based system for your registration processing. Make sure you'll have enough computers at the conference. Computers can help you deal with the registration load and are invaluable for "doing the 'stats'" like average age of attendees, find all the states and countries for the countdown, etc. Collect final reg numbers of conference and turn into Council within 30 days of conference.
- v. Establish your registration workflow before the conference. Set the area, table, procedure, and process to allow continuity. Modify your procedure as necessary.
- vi. Everyone should do outreach, all the time. If you ever find yourself asking, "Who is doing Outreach?" answer to yourself "I am responsible." Facebook is only a modified form of outreach. When possible, outreach, person to person; it's where the magic happens! (Foreword to the Third Edition)
- vii. Start Liasoning with Districts and Intergroups in your Area(s) Go to Area Assemblies

G. Hospitality Chairperson:

- i. Multilingual volunteers prove to be a valuable asset to the conference. ASL interpreters for the deaf are encouraged (Diversity chair).
- ii. Make committee members easily identifiable.
- iii. Make sure you interact well with the hotel on your hospitality plans. If they have rules and regulations, respect them (i.e. bringing own coffee or coffee pots, or food into the hospitality suite).
- iv. Talk to people who want to get involved right before the conference and help them to become volunteers. Get some volunteer coordinators to help deploy them. Know that it is ok to have people volunteer for the hospitality suite that may not attend the conference in the spirit of service.
- v. Find the bid committees, wherever they may be (call Council, they can help), and find out what their needs at your conference will be. If there are costs associated with their bid displays, inform them as soon as possible.

X. AA as a whole:

- A. Encourage participation/speakers from AA as a whole, not just young people.
- B. The host city should encourage attendance at main meetings by AA members in your community. If the host city can find main meetings to announce the conference and set up a separate 7th tradition suggested donation specific in support of the conference, that is up to the host committee and the home group. The suggested donation can be determined by the cost of the meeting space, and what the average cost per person would be. Request that all persons not registered for the conference donate this amount.
 - i. **"We Pay Our Own Way"**. While there are no dues or fees, VSCYPAA is a special event and not a main meeting, and we do not pass around a basket in keeping with the 7th tradition. We would like anyone who wants to attend to be able to do so, therefore scholarships should be made available if possible. This is suggested for *conference attendance only*.
- C. Find a service sponsor, perhaps a GSR or DCM, if you don't already have one. Now that you're hosting VSCYPAA you'll find such a sponsor invaluable. Talk to them about your VSCYPAA experiences, and LISTEN to what they have to say.
- D. Get involved with AA in your area. Let them know what you are involved with. Establish contacts with the Virginia Area, all the Intergroups in the area, and the AA General Service structure. They can be of invaluable assistance.

- E. Continue your step work with your sponsor. Your recovery and sobriety are ALWAYS #1. Without YOU, there can be no service. This will enable you to stay grounded in the steps, and practice the principles in your affairs.
- F. If sincere schisms or issues arise in the group, perform a Group Inventory. Suggestions on how to do this can be found in GSO pamphlets, and as always, you can call an Advisory Council member for guidance.

YOU ARE NEVER ALONE