

# WACYPAA XXVI COLORADO HOST COMMITTEE BYLAWS

## Updated 3/25/24

### I. MISSION STATEMENT

The Western Area Conference of Young People in Alcoholics Anonymous Host Committee is an A.A. service committee with the primary purpose of staying sober and helping other alcoholics to achieve sobriety. The WACYPAA XXVI Host Committee shall observe the spirit of A.A. Traditions in order to collectively plan, organize and facilitate a successful WACYPAA XXVI Conference in accordance with the 12 Steps, 12 Traditions and 12 Concepts for A.A. World Service.

We will serve our community locally and the WACYPAA region in a spirit of love and tolerance with the ultimate goal being to carry the message to the alcoholic who still suffers. All important decisions will be reached by discussion, vote and whenever possible by substantial unanimity of its members. No committee action should ever be personally punitive or an incitement to public controversy.

### II. MEMBERSHIP & STRUCTURE OF COMMITTEE

**A.** The WACYPAA XXVI Host Committee is comprised of members of Alcoholics Anonymous who are elected to committee positions, serve as Members at Large or serve as WACYPAA XXVI Service Representatives.

#### **B. Definitions**

**1. Member at Large:** A member at large is defined as anyone who attends a WACYPAA XXVI business meeting or anyone who has a desire to stop drinking and wants to be a part of WACYPAA XXVI

**2. Committee Members:** A committee member is anyone who holds an elected position or is a voting member on the WACYPAA XXVI Host Committee

**3. Voting Member:** Anyone who has an elected position or a member-at-large who has attended at least two consecutive business or subcommittee meetings (or combination thereof)

**4.** There are **7 Committee Officers**, as outlined in the Description of Duties in Article VI of these bylaws. They are trusted servants who can make decisions in an emergent situation.

**5. Host Committee Meeting:** The WACYPAA XXVI Host Committee will convene at least once a month (or more frequently as needed) to conduct host business pertaining to the conference.

**C.** Whenever possible, decisions should be made by an informed group conscience and with substantial unanimity of its members. Individuals will not make decisions on behalf of the committee outside of their respective responsibilities.

#### **D. Attendance**

**1.** It is a requirement that all Committee Members and Voting Members be present at and stay for the duration of each Host Committee Meeting.

**2.** If a Committee Member or Voting Member will be late to or absent from Host Committee Meeting, the Member must notify the Chair, Co-Chair, Secretary or Co-Secretary prior to the Committee Meeting and provide a written report for their position for it to be considered an excused absence. If no notice is given, no report is given, it will be considered an unexcused absence.

3. If a Committee Member or Voting Member must leave early from a Host Committee Meeting, they shall notify the Chair, Co-Chair, Secretary or Co-Secretary prior to the Committee Meeting to be considered present for the meeting. If no notice is given and no report is given, it will be considered an unexcused absence.

4. It is the explicit job of the Secretary to monitor attendance of those in the Host Committee Meeting.

5. Two (2) unexcused absences from Host Committee Meetings shall be considered resignation of committee position.

6. Committee Members and Voting Members are exempt from attendance requirements when outreaching at an A.A. event or coming home from outreaching at an A.A. event so long as they notify the Chair, Co-Chair, Secretary or Co-Secretary prior to the Host Committee Meeting.

7. All committee members holding elected positions are encouraged to attend business meetings in person whenever possible, however attending via audio or video conference will not be considered absent.

#### **E. Resignations and Removals**

1. Any elected WACYCAA member can resign their position by notifying the Chair or Co-Chair.

2. Any break in continuous sobriety is considered a resignation of Elected Committee position.

3. If necessary, any elected member may be removed from their position by a 2/3 vote of the Host Committee Officers.

### **III. MEETING PROCEDURES**

#### **A. Sub-Committee Meetings**

1. Committee Chairpersons shall arrange for Sub-Committee meetings as necessary and recommended. Any A.A. member who wishes to participate are welcome to do so.

3. Sub-Committee meetings should be scheduled with care given the time, day and location so as many as possible may attend.

4. Sub-Committee meetings should be announced at the Host Committee business meetings. The Communications Chair is responsible for posting subcommittee meetings on the pertinent outreach channels

5. Sub-Committees should appoint someone to take the minutes; included in the minutes of each Sub-Committee meeting should be a list of those in attendance.

6. The minutes of each Sub-Committee meeting should be typed and submitted to the Secretary prior to next regularly scheduled Host Committee business meeting.

7. A Sub-Committee meeting shall include at least 2 members of the Sub-Committee. At least one member must be the elected Chair or Co-Chair relevant to that Sub-Committee.

#### **B. Agenda**

1. The Host Committee Chair shall arrange an agenda for all WACYCAA Host Committee Business Meetings.

2. Agenda shall be conducted as follows:

a. Opening Prayer

b. Attendance is taken by Secretary

c. Approval of Minutes

d. Prayer chair (reads tradition for that month or addresses any issue at hand)

e. 7th Tradition

- f. Reports
- g. Break (Any successive break motions can be made after initial break)
- h. Old Business
- i. New Business
- j. Elections of Unfilled Positions
- k. Announcements/good and welfare
- l. Closing Prayer

### **C. Minutes**

1. Minutes will be electronically distributed to the Host Committee within 7 days of the conclusion of the previous meeting.

2. Minutes are to be corrected or amended as needed and approved at each Host Committee business meeting; Old and New Business will be read aloud.

### **D. Reports**

1. A report is an account or statement that informs the Host Committee as to the status, progress and direction of an individual or Sub-Committee.

2. All Committee Chairs shall submit a written report three days before each scheduled host committee business meeting to the Chairperson, to be included in the agenda

3. At the end of a report the Chair will open up the floor for questions pertaining to the report, to be directed to the Chair or person giving the report. No motions are to be made during reports.

### **E. Motions**

#### **1. Making a Motion**

a. Any member, except the Chair, may make a motion by stating, "I make a motion."

b. Discussion is opened after the motion has been seconded.

c. Motions may be withdrawn only by the member making the motion at any time prior to the vote.

d. Motions may be amended by any member present, provided the amendment is seconded, and passed by majority vote, or if the amendment is accepted by the author of the original motion

#### **2. Procedural Motions**

##### **a. Close Discussion**

(1) Must be seconded and passed by a majority vote.

(2) A vote is required and must be taken immediately after this motion is seconded.

(3) The Chair may veto motion if there is still urgent business that needs to be presented. The Chair's veto may be overturned by 2/3 majority vote.

##### **b. Table an Item**

(1) Must be seconded and passed by a majority vote.

(2) Automatically becomes Old Business on the next Host Committee business meeting agenda if passed.

(3) The Chair may veto motion if there is still urgent business that needs to be presented. The Chair's veto may be overturned by 2/3 majority vote.

##### **c. Adjourn**

(1) Must be seconded and passed by a majority vote.

(2) The Chair may veto motion if there is still urgent business that needs to be presented. The Chair's veto may be overturned by 2/3 majority vote.

### **3. Discussion of Motions:**

a. Questions shall only be asked at the conclusion of any speaker's remarks.

b. Only the Chair may interrupt a speaker, and only for the following three reasons, though the Bylaws Chair and the Prayer Chair retain the right to interrupt according to their functions as described in Article VII of these bylaws:

(1) Speaking off the topic.

(2) Speaking too long.

(3) Repeating points at length.

c. Any member may make procedural motions at any appropriate break in discussion.

d. Discussion will begin by the Chair asking, "Is there any discussion?" The Chair will then call on members or guests having their hands raised. The member making the motion has the right to speak first on that motion.

e. All discussion will be concise, courteous and dignified, keeping the principles of A.A. in mind.

f. After discussion of the motion the Chair will ask the Secretary to repeat the motion on the table and a vote will be taken.

### **F. Voting on Motions**

1. Voting members of the Committee are comprised of the Chairs and their Co-Chairs as well as Members-at-Large. The voting members are those non-position holding members who are actively participating in the Committee as outlined in Article II of these bylaws.

2. Votes by proxy will not be accepted.

3. The Chair can only vote to break ties.

4. At Host Committee business meetings, voting is by a show of hands.

5. All motions must be passed by a simple majority (unless otherwise stated) of the voting members present.

6. Automatically following a vote, the Chair will request minority opinion be voiced. If one of the majority wishes to reconsider, a second vote must be taken.

7. In order for a motion to go up for vote at Host Committee Business Meetings, quorum must be reached. Quorum shall be considered more than half of the position holding committee members. The Chair must assure that quorum is met or motions must be tabled for vote until the next business meeting.

### **G. Discussion of Non-Motions**

1. Questions shall only be asked at the conclusion of any speaker's remarks.

2. The only member who may interrupt a speaker is the Chair, except when a question of procedure arises, which the Bylaws Chair may address. The Chair may only interrupt a speaker for these reasons:

a. Speaking off the topic.

b. Speaking too long.

c. Repeating points at length.

<b>To Do This</b>	<b>You Say This</b>	<b>Can You Interrupt the Speaker?</b>	<b>Does It Have to Be Seconded?</b>	<b>What vote is required?</b>
Restrict or regulate discussion on	I make a motion to limit discussion on....	No	Yes	simple majority
End all discussion	I make a motion to close discussion on...	No	Yes	simple majority
Suspend further discussion until another time	I make a motion to table this discussion until	No	Yes	simple majority
Have something investigated further	I make a motion that .... Should be referred to the subcommittee of ... and shall report ....	No	Yes	Simple majority
Introduce business	I make a motion to....	No	Yes	Simple majority
Change or reword a motion	I move we amend current motion to ....	No	Yes	Simple majority
Kill or terminate a motion	I object to consideration! (before motion is seconded)	Yes	No	2/3rds majority
Identify or ask if a rule has been broken	Point of order!	Yes	No	No vote
Request information from a member	Point of information!	Yes	No	No vote
Amendments to bylaws	I move to amend the bylaws to state...	No	yes	2/3 majority
Make a statement about a motion, procedure or something stated	Point of clarification!	Yes	No	No vote
Complain about noise, room temperature, etc.	Point of privilege!	Yes	No	No vote
Adjourn meeting	I make a motion to close	No	Yes	Simple majority

#### IV. FINANCIAL GUIDELINES

- A.** A non-profit bank account will be maintained by the Treasurer.
1. No debit cards will be issued off of the Host Committee bank account.
  2. The Chair of the Host Committee, the Co-Chair, and the Treasurer must be signatories on the bank account at all times
- B.** Accurate records of all financial transactions will be kept and submitted to Advisory Council as requested.
- C.** The Treasurer will submit a written financial report at every Host Committee business meeting.
- D.** The Treasurer will work with the Advisory Council and Committee Chairpersons to create a budget for the Conference.
1. All budgets and financial requests must be submitted in writing to the Treasurer.
  2. Individuals are required to submit receipts to the Treasurer for all expenditures.
- E.** At the conclusion of the Conference, 75% of funds left after expenses will be remitted to WACY PAA Advisory Council. 25% will be distributed to the following A.A. service structures:
- GSO
  - Area 10CCYPAA
- F.** Any legal or ethically binding contract to be signed on behalf of WACY PAA or that includes the WACY PAA name must be signed by the Chair, Co-Chair, Treasurer or , with the exception of the Facilities contract which will be signed by both the Facilities Chair and the Advisory Chair.
- G.** Any elected committee member of the Host Committee may handle cash, when the use of a cash box is required.
- H.** All pre-conference expenses exceeding \$500 must be voted on and approved at Host Committee meetings. Any expense exceeding \$2,000 must be approved by two thirds majority. These expenses should be discussed at subcommittee meetings, and an itemized budget submitted to the Treasurer prior to the Host Committee meeting. The Chair and the Treasurer together can approve a discretionary budget of no more than \$500.00 (Five Hundred Dollars and No/100 Cents) **without Host Committee approval**. When an emergent situation necessitates a disbursement exceeding \$500.00 (Five Hundred Dollars and No/100 Cents), such expenditure may be approved by a 2/3 majority vote of the Officers.

#### V. ELECTIONS

- A.** WACY PAA Host Committee elections will be conducted using the election guidelines found in the A.A. Service Manual.
- B.** All positions will be elected using the 3rd Legacy Procedure.
- C.** All A.A. members are eligible to vote during the election of Host Committee positions.
- D.** Only voting members are able to make themselves available for a position by proxy. It is recommended that they provide a written statement of their qualifications to be read during elections.
- E.** That a member of the host committee may temporarily hold two positions concurrently, at the discretion of the Chair and Co-Chair, if there are no other members of AA that are qualified and wish to hold it. The secondary position would be placed up for election at each subsequent business meeting. Only one position held may be an officer position.

## **VI. THIRD LEGACY**

### **A. First Ballot**

1. Names of qualifying members are posted on board
2. All voting members cast written ballots - one (1) choice per ballot
3. The tally for each candidate is posted on board
4. First candidate to receive 2/3rds of the total vote is elected
5. If no 2/3rds is reached, a second ballot is cast

### **B. Second Ballot**

1. All voting members cast written ballots - one (1) choice per ballot
2. The tally for each candidate is posted on board
3. Any candidate with LESS than 1/5th of the total votes is withdrawn
4. Top 4/5ths proceed to the third ballot
5. If no 2/3rds is reached, a third ballot is cast

### **C. Third Ballot**

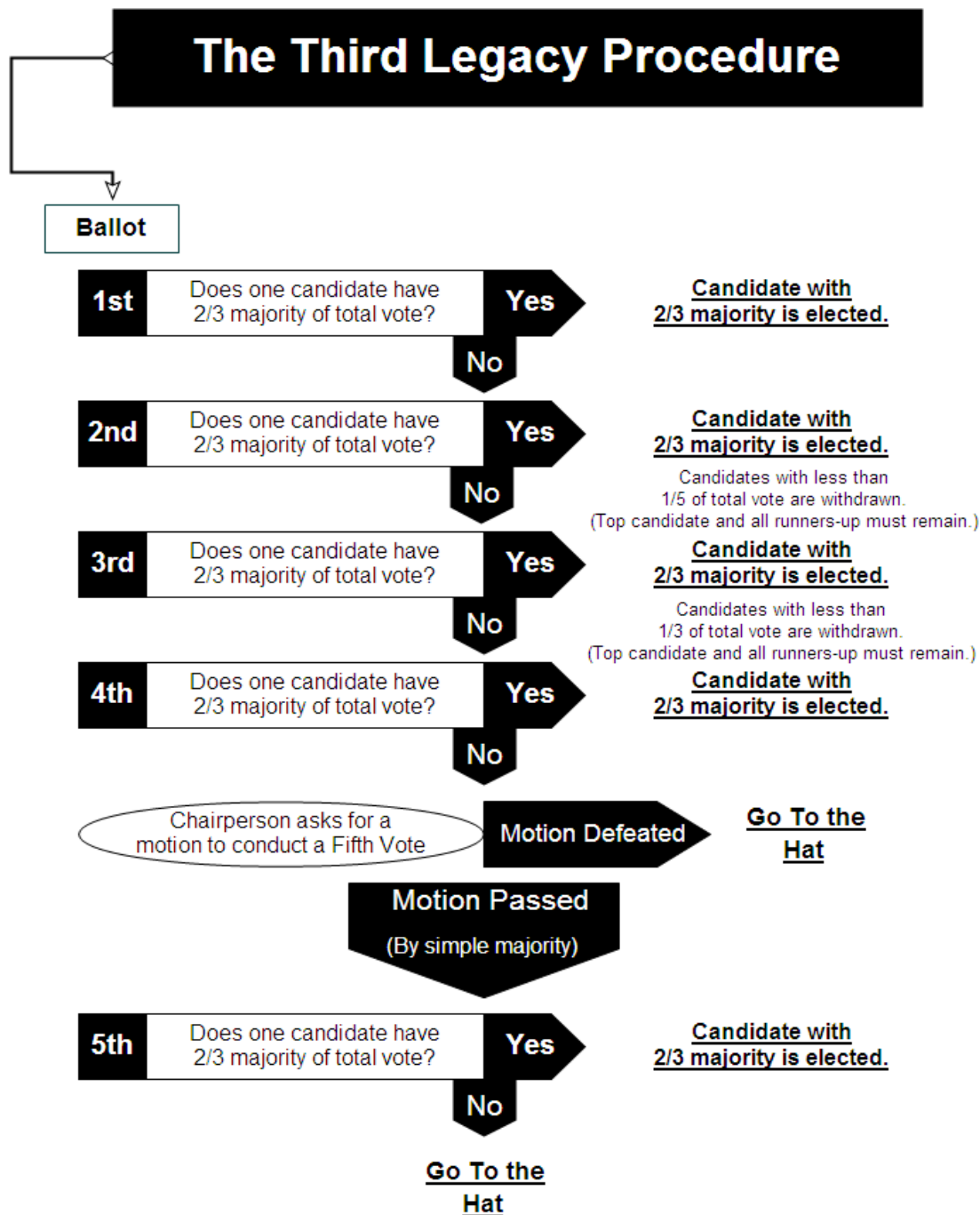
1. All voting members cast written ballots - one (1) choice per ballot
2. The tally for each candidate is posted on board
3. Any candidate with LESS than 1/3rd of the total votes is withdrawn
4. Top 2/3rds proceed to fourth ballot
5. If no 2/3rds is reached, a fourth ballot is cast

### **D. Fourth Ballot**

1. All voting members cast written ballots - one (1) choice per ballot
2. The tally for each candidate is posted on board
3. The Host Committee Chair asks for a motion to conduct a fifth and final ballot
  - a. If a motion is made and seconded, a simple majority vote is taken to approve the motion to conduct a fifth and final ballot
  - b. If the motion is defeated, candidates' names "go to the hat." The first name drawn will fill the position
4. If the motion carries, a fifth and final ballot is cast

### **E. Fifth Ballot**

1. All voting members cast written ballots - one (1) choice per ballot
2. The tally for each candidate is posted on board
3. If no 2/3rds is reached, candidates' names "go to the hat." The first name drawn will fill the position





## VII. DESCRIPTION OF DUTIES

The committee shall elect from its membership the following Officers: Chair, Co-Chair, Treasurer, , Secretary, Facilities Chair, , , Bylaws Chair, Registration Chair, and . See Membership (Article II) and Appendix (C) for definitions of Officer positions. The lengths of sobriety outlined in these bylaws are not requirements but suggestions.

### **A. Chair (Officer):** Suggested Sobriety: 4 years

Holds members accountable for the duties of their positions. Remains informed on the progress of all arrangements. Acts as a liaison between the Host Committee and Advisory Council. Maintains order and runs the Host Committee business meetings, delegates responsibility, keeps overall responsibility to group in mind, resolves Committee problems as they arise, upholds group conscience and traditions. The Chair is responsible for informing the Committee of all pertinent arrangements regarding the Conference and Committee as a whole. Has solid understanding of the 12 traditions. It is suggested that the Chair have experience in a leadership role at a Committee level and have experience running a business meeting.

### **B. Co-Chair (Officer):** Suggested Sobriety: 4 years

Acquires knowledge of how to carry out the duties of the Chair. In absence of the Chair, shall accept the full duties of the Chair. Shall carry out various duties assigned by the Chair. The Co-Chair helps the overall group by assisting all position holders and Committee members. Shall post all scheduled meetings and events in the Facebook Host Committee group, the WACYPA Facebook group, and in the Google group email and calendar. Has a solid understanding of the 12 Traditions of A.A.

### **C. Treasurer (Officer):** Suggested Sobriety: 4 years

Advises and sets budgets for Host Committee. The Treasurer is responsible for collecting all revenue, including registration, banquet, and event income. Keeps accurate financial records of all transactions. Submits a written financial report at each Committee meeting. Has in his or her possession at the WACYPA meetings all bank statements, receipts, and checkbooks, and is prepared to make deposits and disbursements. Maintains all accounts in the name of WACYPA, which are subject to inspection at any time. Must be a signatory on all bank accounts. It is suggested that the Treasurer have experience with large budgets or some relevant business experience.

### **D. Co-Treasurer :** Suggested Sobriety: 4 years

Acquires knowledge of how to carry out the duties of the Treasurer. In the absence of the Treasurer, shall accept the full duties of the Treasurer. Shall carry out various duties assigned by the Treasurer.

### **E. Secretary (Officer):** Suggested Sobriety: 2 years

Records and keeps minutes and reports at all Host Committee meetings. Collects and keeps all Sub-Committee meeting minutes. Reads aloud and provides the Committee with the previous meeting's minutes for Committee approval at each meeting. Sends amended minutes to WACYPA Advisory Council in a timely manner. Maintains a current phone and e-mail list of all Host Committee members and positions held. Furnishes information about our Committee to anyone who requests it. Shall have possession of the P.O. Box key and be responsible for checking the P.O. Box regularly.

### **F. Co-Secretary:**

Acquires knowledge of how to carry out the duties of the Secretary. In the absence of the Secretary, shall accept the full duties of the Secretary and shall carry out various duties assigned

by the Secretary. Maintains a current phone and email list of all WACYPAA members and positions held.

**G. Facilities Chair (Officer):** Suggested Sobriety: 3 years

Responsible for developing and negotiating the hotel contracts. Acts as a liaison between the hotel, the Committee, and the Advisory Council. Acts as the point of contact between the hotel and the Host Committee. Shall represent WACYPAA in a professional and responsible manner.

**H. Co-Facilities Chair:**

In the absence of the Facilities Chair, shall accept the full duties of the Facilities Chair and shall carry out various duties assigned by the Facilities Chair.

**I. Outreach Chair :** Suggested Sobriety: 1 year

Everybody is a member of the Outreach Committee.

Shall coordinate the outreach of all WACYPAA Host Committee functions to meetings in Western Area surrounding areas, central offices, treatment facilities, and other YPAA groups. In opportunities not involving money, shall be responsible for approving co-hosting requests by other YPAA committees. Shall focus on encouraging a large attendance of such events while respecting A.A.'s tradition of "attraction rather than promotion". Regular flyers about the Conference are usually sent via email to the High Country Newsletter which is then mailed out and sent digitally to all of Area 10. Dates and location of the Conference, with a mailing address for information or registration, should be sent (three months in advance) to the A.A. Grapevine and to Box 4-5-9 to be published in their calendars. Send notices to: P.O. Box 459 Grand Central Station New York, NY 10163. The Outreach Chairperson should be energetic, enthusiastic, and available for traveling throughout the year. Shall make contact with Outreach Chairpersons from other YPAA committees throughout Western Area. Should have reliable transportation and should be available for travel throughout the year.

**J. Co-Outreach Chair A:**

In the absence of the Outreach Chair shall accept full duties of the Outreach Chair. Shall assist the Outreach Chair in fulfilling Outreach duties and goals. Should have reliable transportation and be available for travel throughout the year. Shall serve to replace Outreach Chair as an Officer when the Outreach Chair is unavailable.

**K. Co-Outreach Chair B:**

In the absence of the Outreach Chair shall accept full duties of the Outreach Chair. Shall assist the Outreach Chair in fulfilling outreach duties and goals. Should have reliable transportation and be available for travel throughout the year.

**L. Program Chair :** Suggested Sobriety: 3 years

Shall coordinate the schedule and participants for all main meetings, panels, and workshops throughout the Conference and events leading up to the Conference. Program Chair is responsible for coordinating travel arrangements and accommodations for main speakers. Program Chair is responsible for presenting a selection of main speakers to Sub-Committee for decision by group conscience. Shall hold Programs Sub-Committee meetings throughout the year. Will work with Graphics Chair to create printed program for the Conference. The program chair shall seek to involve a diverse group of members from the area WACYPAA serves.

**M. Co-Program Chair:**

In the absence of the Program Chair, shall perform the duties of the Program Chair. Shall assist the Program Chair in development and coordination of the Conference program and events leading up to the Conference. Carries out various duties assigned by the Program Chair.

**N. Events/Entertainment Chair :** Suggested Sobriety: 2 years

Arranges for all entertainment and events leading up to and during the Conference. All events prior to the Conference shall include an A.A. meeting. Arranges to co-host events with other YPAA committees for outreach and pre-registration opportunities. Arranges budgets and establishes insurance policies for events. The Events Chair is responsible for communicating event information to the Graphics Chair and Webmaster. Works closely with the Facilities and Programs Chairs in development of the Conference agenda to ensure the Conference runs smoothly. Shall hold events/entertainment Sub-Committee meetings throughout the year.

**O. Co-Events/Entertainment Chair A:**

In the absence of the Events/Entertainment Chair, shall accept the full duties of and shall carry out various duties assigned by the Events/Entertainment Chair. Shall assist in all duties listed under Events/Entertainment Chair description.

**P. Co-Events/Entertainment Chair B:**

In the absence of the Events/Entertainment Chair, shall carry out various duties assigned by the Events/Entertainment Chair. Shall assist in all duties listed under Events/Entertainment Chair description.

**Q. Bylaws Chair (Officer):** Suggested Sobriety: 2 years

Shall maintain Committee bylaws and is responsible for enforcing and maintaining these rules of procedure. Attends all Committee meetings with current copies of bylaws and has copies available for members. Has working knowledge of the 12 steps, 12 tradition and 12 concepts of A.A. World Service. Has the ability to interrupt Committee proceedings if Committee is operating outside of the bylaws.

**R. Co-Bylaws Chair:**

Assists Bylaws Chair in any duties necessary to maintain bylaws. In the event that the Bylaws Chair is absent enforces and maintains rules of procedure.

**S. Registration Chair (Officer):** Suggested Sobriety: 2 years

Shall maintain a database of registrants and e-mails, and is responsible for sending confirmation letters to all registered attendees via electronic or post mail. Will coordinate pre-registration at events leading up to the Conference. Is responsible for setting up registration times and tables at the Conference and assembling registration packets for the Conference. Works closely with the Treasurer to verify and account for all registration income.

**T. Co-Registration Chair:**

In the absence of the Registration Chair, shall accept the full duties of the Registration Chair. Shall assist the Registration Chair in all aspects of their duties.

**U. Communications Chair :** Suggested Sobriety: 1 year

Responsible for handling all internal and external Host Committee communication through digital media (i.e., mass texts, google groups and google calendar, emails to various distribution lists, postings to private Facebook groups, etc.). Responsible for relaying information to all WACY PAA committee members, voting members, and members-at- large about WACY PAA business meetings and events, Sub-Committee meetings, outreach events, in-reach meetings, unity events, and all WACY PAA related messages. Coordinate webpage maintenance with Webmaster - ensure that new and consistent information (pre-registration/hotel links, events/meeting reminders, etc.) is posted regularly. Works in conjunction with all Chair positions. Responsible for ensuring WACY PAA-related announcements, flyers, meeting information, etc., are available on all digital communication platforms as described above. Has working knowledge of the 12 steps, 12 traditions and 12 concepts of A.A. World Service.

Responsible for maintaining an appropriate online presence for WACYPAA, keeping within the group conscience, staying within guidelines set forth by G.S.O., and Traditions 11 & 12. Must have a communication device (i.e., smartphone, tablet, computer, etc.) with Internet capabilities.

**V. Graphics Chair:**

Shall design and produce printed WACYPAA material requiring graphics, including, but not limited to, fliers, program information and signs. Will bring designs to group to vote on. Will work closely with Outreach and Memorabilia Chairs. It is strongly suggested that the Graphics Chair have experience with computer graphics and own a computer.

**W. Co-Graphics Chair:**

Shall assist the Graphics Chair in their responsibilities. It is suggested they have experience with computer graphics and own a computer.

**X. Hospitality Chair:**

Serves as host for Conference, organizing hospitality volunteers to help greet and accommodate out of town guests during the Conference. The Hospitality Chair is responsible for coordinating the hospitality room at the Conference. Hospitality volunteers should wear easily identifiable badges during Conference and be available to answer questions and be of assistance to attendees.

**Y. Marathon Meeting Chair:**

Responsible for arranging marathon meetings during the Conference. Will coordinate with the Program Chair to ensure that marathon meetings do not conflict with the main program schedule.

**Z. Security Chair:**

Shall arrange for, manage and coordinate security (professional and volunteer) at all Host Committee events and at the Conference. Security Chair should take special care to adhere to WACYPAA needs from Host Committee.

**AA. Co-Security Chair:**

In the absence of the Security Chair shall accept full duties of the Security Chair and shall assist Security Chair in duties.

**BB. Service Liaison:**

Keeps activities visible to Intergroup/Central Office, district and area. Attends local assemblies and establishes contacts throughout the area.

**CC. Co-Service Liaison:**

In the absence of the Service Liaison, shall accept the full duties of the Service Liaison and carry out various duties assigned by the Service Liaison. Must be available the third Saturday of the month.

**DD. Bid Cities Liaison:**

Is the point of contact for all groups bidding on the Conference. Shall compile a list of bid city contacts and make accommodations for the Conference. Will work with the Facilities Chair to make sure needs are met.

**EE. Al-Anon Liaison:**

Shall coordinate Al-Anon participation at the Conference.

**FF. Webmaster:**

Shall create, maintain, and update the Host Committee website. Shall ensure that all event fliers and registration materials are posted in a timely manner and that online registration is available. Experience creating and maintaining websites is extremely desirable. Is responsible for maintaining an appropriate online presence for WACYPAA XXVI, in keeping with the group conscience and the Guidelines set forth by GSO in the A.A. Internet Guidelines.

**GG. Literature Chair:**

Shall coordinate the availability of A.A. approved literature at events and at the Conference, including Grapevine and La Viña.

**HH. Volunteer Chair:**

Shall coordinate volunteers who wish to be of service at the Conference. Shall work with the Registration Chair to obtain lists of people who indicate on pre-registration forms that they would like to be of service.

**II. Memorabilia chair:**

Shall be responsible for designing and making available for purchase WACY PAA XXVI memorabilia. Shall work closely with Graphics chair.

**JJ. Prayer & Meditation Chair:** Opens and closes all meetings with prayer or responsibility pledge. May interrupt proceedings to call for prayer during heated moments, and when personalities start to precede principles. Reminds us of the spiritual element of our service work. Responsible for coordinating Meditation Room at the Conference.

**KK. Decorations Chair:**

Shall coordinate the decorations for events and for the Conference.

**LL. Hospitals and Institutions (H&I) Liaison (Women's)**

Shall be the liaison between WACY PAA and hospitals and women's institutions. Shall attend monthly H&I meetings within the A.A. service structure. Shall encourage members and nonmembers to participate in H&I panels.

**MM. Hospitals and Institutions (H&I) Liaison (Men's)**

Shall be the liaison between WACY PAA and hospitals and men's institutions. Shall attend monthly H&I meetings within the A.A. service structure. Shall encourage members and nonmembers to participate in H&I panels.

**NN. Archives Chair:**

Shall coordinate the archives display at the Conference. Shall collect fliers, documents, and other notable items to be included in the WACY PAA archives.

**OO. Unity Chair:**

Arranges activities for the WACY PAA Host Committee to promote unity within the group.

**PP. Accessibilities Coordinator:**

Shall coordinate with the Facilities and Program Chairs to ensure that the Conference attendees with special needs. Know what services are available for them. Will arrange for special needs to be met whenever possible and prudent.

**QQ. Public Information Liaison:**

Shall work with the media (Print and Broadcast) in order to carry the WACY PAA message, keeping in mind the principle of "attraction rather than promotion." Should have working knowledge of the 12 Traditions. Publicity efforts can be kept within the dignity and spirit of A.A. through the following means: the Conference publicity material should be sent to the press, radio and TV outlets in the immediate area (The Public Information Workbook, available from GSO, gives useful advice on approaching the media).

**RR. Recording Chair:**

Shall coordinate audio recording for the conference, keeping in mind the 12 Traditions and the taping suggestions in the "A.A. Guidelines for Round-Ups, Conferences, & Round-Ups." Shall ensure that all speakers are informed of taping guidelines and their right to opt out in advance. Will work closely with the Program Chair.

**SS. Audio/Visual Coordinator:**

Shall arrange for, manage and coordinate all audio/visual needs at the Conference, as well as be available to provide A/V support as needed at Host Committee events leading up to the conference. Shall work closely with the Facilities Chair, Programs Chair and Events Chair to assess A/V needs. Shall act as the A/V contact for the conference venues.

**TT. Transportation Chair:**

Shall work closely with the Programs Chair and Events Chair to coordinate all flights and transportation needs for the conference. Shall be responsible for maintaining the records of flight itinerary for the people flown to the conference, as well as working with the Treasurer for reimbursable costs. Shall be responsible for maintaining a relationship and monitoring free tickets awarded to the conference via the airlines contracted for WACY PAA.

**UU. Indigenous Peoples Liaison**

Is responsible for outreaching both the WACY PAA conference and events thrown by WACY PAA host to the city, group, and/or area listed in their Liaison title. Does not have to go physically to these places but must coordinate a prescience from the WACY PAA host committee at pertinent events and/or meetings. Will pass along contacts that they make to the program subcommittee to use for panelists or speakers at WACY PAA events and/or the conference as well as needs that the group might have.

**VV. Latine/a/o, Hispanic Liaison**

**WW. Deaf and Hard of Hearing Liaison**

**XX. Blind and Visually Impaired Outreach Liaison**

**YY. Veterans/Active Military Outreach Liaison**

**ZZ. LGBTQIA+ Liaison**

**AAA. Boulder Inreach Coordinator**

**BBB. Colorado Springs Inreach Coordinator**

**CCC. Denver Inreach Coordinator**

**DDD. Fort Collins Inreach Coordinator**

**EEE. Golden Inreach Coordinator**

**FFF. Western Colorado Inreach Coordinator**

**GGG. Eastern Colorado Inreach Coordinator**

**APPENDIX**

- A.** In the event of a unique condition not covered here, the Chair or any other member may suggest a method of proceeding, which shall be temporarily adopted (for the meeting only) upon acceptance by a vote of a 2/3 majority of the voting members present.
- B.** 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 disruption continues, the Chair should ask the participant to leave the meeting .
- C.** In the event an emergent situation that cannot wait for the next scheduled Host Committee business meeting, any motion must be voted on by all 7 Officers and passed by a 2/3 majority. If all 12 Officers cannot be convened, the Chair will handle the matter, keeping in mind the best interests of WACYCAA, the guidelines described in these bylaws, and the 12 Traditions of A.A.
- D.** If an Officer is not present, the Co-Chair for that position will fill in for that Officer as needed, except as described in Article IV.F.
- E.** Unless otherwise noted, "majority" shall refer to a vote of more than 50% of the voting members present.
- F.** A new position can be created and added into Section VII of these bylaws during a Host Committee Business Meeting, when a motion is made and passed by a 2/3 majority of the Host Committee's Members.