

Texas Quarterly Conference of Young People in Alcoholics Anonymous

T.Q.C.Y.P.A.A.

BY-LAWS

Article I History

In the early 1970's, Marcy and Bob W. began hosting sponsees and other young people of AA at their home for step work and fellowship. As the semi-annual gatherings grew in size, they moved to Redwood Lodge on the scenic shores of Lake Whitney. In April of 1998, TQCYPAA moved to Neal's Lodges, on the Frio River, in Concan, Texas. In March of 2017 TQCYPAA moved to Camp Slumber Falls on the Guadalupe River, in New Braunfels, Texas. TQCYPAA, as a conference, was founded for the purpose of furthering the principles of AA among young people.

Being cognizant that not all young people find our conference or 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 request our help, for it is through our sharing that we have learned to function within the framework of the AA Traditions.

Article II Purpose

The TQCYPAA conference committee is formed for the express purpose of furthering the principles of Alcoholics Anonymous through its quarterly conference and related events. The committee is the custodian of the conference experience. It shall offer to anyone who requests it, information regarding young people and young people's groups in the state of Texas, pertaining to recovery in the AA program. It shall make its knowledge and experience available to state service structure for use throughout AA.

Article III Advisory Council Structure

The TQCYPAA Advisory Council should consist of 6 voting members. The requirements to serve on the Advisory Council are 2 years of continuous sobriety and having served any position requiring a 1 year term on the TQYCPAA Host Committee. No advisory member should hold any position on the host committee during their term.. Advisory also cannot serve 2 consecutive terms. Host Committee Members are only eligible to serve on the Advisory Council after their Host Committee obligation is complete, or in the case that they have sat in a Host Committee position for 1 year, they may step down from their current Host Committee position to serve on the Advisory Council. The purpose of the Advisory Council is to only provide service sponsorship, guidance to the Host Committee, and provide support in the event that the Host Committee is unable to fulfill their duties. The Advisory Council cannot participate in Host Committee business (this includes but is not limited to voting in all capacities) unless adding a point of clarification, voting on bylaw changes brought to the council in advisory meetings, or directing the committee to the by-laws.

The Advisory Council shall be structured as follows:

- **Governance Committee** – Oversees Host Committee Chairs, oversees Registration, and facilitates communication with Slumber Falls (Chair/co-chair, Secretary/co-secretary, female/male conference co-chairs, female/male greeter).
- **Financial Committee** – Oversees budget and checking account. Has check-signing authority (Treasurer/co-treasurer, Registration, Merchandise, Food, Entertainment).
- **Service Committee** – Oversees service positions and assists with Service, Entertainment, and Security on the grounds of the conference (Program, Outreach, Female/Male Birthday co-chairs, Entertainment, Security, Pigeons Chair)

Each Committee is to have at least 2 Advisory Council Members. Advisory Council members are elected by third legacy and serve 2-year terms. If a Council member is unable to serve or fulfill the 2-year commitment, a replacement will be elected as soon as possible by emergency conference/virtual call, or at the open of business at the next occurring TQCYPAA committee meeting. Advisory Council members are responsible for attending all TQCYPAA committee meetings. If a Council member is unable to attend any (in-person/virtual) committee meeting, they must give the conference committee chairperson verbal or written notice prior to the absence. Such notice will constitute an excused absence. Failure to provide such notice will constitute an unexcused absence.

After two consecutive unexcused or three consecutive excused absences, the Advisory Council will meet to discuss whether other responsibilities are infringing on the Council member's ability to fulfill their duties. After such discussion, a vote may be held to dismiss the council member from their Council responsibilities. 5/6 vote will constitute a dismissal. If the member does not wish to resign and/or the Council does not vote to dismiss the council member, then two more absences, of any kind, will constitute a resignation. Drinking of alcoholic beverages or use of any illegal controlled substances at any time, will also constitute an immediate resignation.

The Advisory Council shall at all times adhere to the Twelve Traditions and the Twelve Concepts of World Service.

Article IV Committee Officer Structure

The TQCYPAA steering committee shall consist of the following: Chairperson, Co-chairperson, Treasurer, Co-treasurer, Secretary, Co-secretary, Registration Chair, and Co-Registration. The requirements for serving as a steering committee member will be 1-year continuous sobriety and/or having served their full term as an elected Host Committee Member. The duties for these positions are listed below. Steering committee members are elected to 1-year terms. If a member is unable to serve or fulfill the 1 year commitment, the co-chair will rotate into that position and a replacement for the co-position will be elected to finish the term at the open of business at the next occurring TQCYPAA committee meeting. Steering committee are responsible for attending all TQCYPAA committee meetings. If a steering committee member is unable to attend any committee meeting, they must let the Chair and/or Co-Chair verbal or written notice prior to the absence. Such notice will constitute an excused absence. Failure to provide such notice will constitute an unexcused absence.

After one unexcused or two excused absences, the committee may vote to dismiss them from their position with a $\frac{2}{3}$ vote. . The remaining Host Committee members will vote on a replacement, in accordance with the guidelines set forth above.

Drinking of alcoholic beverages or use of any illegal or controlled substance, at any time, will also constitute an immediate resignation. The committee's officers shall at all times adhere to the Twelve Traditions and the Twelve Concepts of World Service.

Elections for these positions will be done by third legacy, with the exception of the co-positions. Co-positions will be elected through a private ballot. Whoever receives the most votes wins. If there is a tie for the most votes those who tied go to the hat.

Chairperson:

Duties include but are not limited to, arranging for and announcing the agenda for all Committee meetings prior to the meetings; opening committee meetings and maintaining meetings in reasonable order; recognizing members entitled to the floor; stating and putting to vote all motions properly made and seconded; announcing the results of all votes; It is the Chairperson's duty to ensure that the group conscience is served. The Chair is responsible for opening and closing the venue, in accordance with the "Administrative Regulations". The Chair is also responsible for overseeing clean-up and that the site is left in the same conditions as were found if not better. If unable to fulfill this they must delegate the responsibility of the "Administrative Regulations" to someone on the host committee.

Co-chairperson:

Duties include but are not limited to accepting the full duties of the Chairperson in the absence of the Chairperson. Also fulfilling any vacant or absent chair position responsibilities.

Secretary:

Duties include but are not limited to, acting as custodian of all committee materials; keeping minutes of all committee meetings; taking roll call of all officers and committee chairpersons at each meeting, documenting and notifying officers and chairpersons number of excused and unexcused absences; furnishing conference information to anyone who requests it; answering all correspondence promptly and to the will of the majority; supplying and keeping a current committee member/officer phone list; making every reasonable effort to advise committee members and officers of upcoming meetings; supplying and keeping a current list of all committees and committee chairman, and furnishing a Secretary's report at each committee meeting.

Co-secretary:

Duties include but are not limited to, accepting the full duties of the Secretary in the absence of the Secretary.

Treasurer:

Duties include but are not limited to, keeping accurate financial records of all committee bank, PayPal, and any/all accounts; giving a financial report at committee meetings; submitting a financial statement within sixty (60) days after the conference to the Committee Chairperson and Finance Advisory Council; determining, with the help of the committee, a budget for the conference; having all bank statements, deposits and checkbooks at committee meetings in order to make deposits and disbursements; maintaining all accounts subject to inspection at any

time. May be one of the signatures on all bank accounts. Treasurer will work with the Registration chair in issuing refunds, per request, up until 10 pm on the first night of the conference.

Co-treasurer:

Duties include but are not limited to accepting the full duties of the Treasurer in the absence of the Treasurer.

Registration:

The duties of the registration chair include, but are not limited to, obtaining a list of cabins for each conference from Slumber Falls at least 6 weeks prior to the conference; Arriving at Slumber Falls no later than 5pm on the first day of the conference. assigning each registrant a bed space in a cabin and keeping accurate records of those assignments; accepting all monies from registrants and turning those monies over to the Treasurer at or before the end of the conference; supplying each registrant with a copy of the conference guidelines, the conference schedule, and a wristband. Budget of \$20 for Day/Overnight wristbands, 4 scholarships to be issued on an as needed basis, and 2 registrations for conference speakers. Registration chair is given the authority to work with the Treasurer in offering refunds, per request, up until 10 pm on the first night of the conference.

Co-Registration:

Duties include but are not limited to, accepting the full duties of the Registration chair in the absence of the Registration chair

Article V Conference Service Positions

It is the experience of the Advisory Council that TQCYPAA will benefit from electing service chairpersons to be responsible for certain duties considered integral to the conference experience. Requirements and duties for each position are listed below. If the elected person is unable to serve or fulfill the required commitment, a replacement will be elected to finish the term at the next occurring TQCYPAA committee meeting. Service positions are responsible for attending all TQCYPAA committee meetings. If a position chair is unable to attend any committee meeting, they must give the committee Chairperson verbal or written notice prior to the absence. Such notice will constitute an excused absence. Failure to provide such notice will constitute an unexcused absence.

After two unexcused or three excused absences, the Host Committee at large will meet to discuss whether other responsibilities are infringing on the committee member's ability to fulfill his/her duties. After such discussion, a vote will be held to dismiss the committee member from their committee responsibilities. 2/3 must be in favor for a dismissal to occur. Drinking of alcoholic beverages or use of any illegal or controlled substances, at any time, will also constitute an immediate resignation. The service position chairpersons shall at all times adhere to the Twelve Traditions and the Twelve Concepts of World Service.

Electing individuals for these positions will be done by private ballot with whoever receives the most votes. If there is a tie for the most votes those who tied go to the hat.

Program Chair

Suggested requirements: 1 year of continuous sobriety and must be willing to serve a 1-year term. (\$5 budget per conference)

The duties of the program chair include, but are not limited to, selecting the speakers for the Friday and Saturday Night meetings; it is suggested these speakers must have worked all 12 steps, and it is suggested both speakers should not be from the same geographical area; reporting these speakers to the outreach chairperson at least 4 weeks prior to the conference; and setting the schedule for all other AA or AA recovery related meetings at the conference. Will inform the Conference Co-chairpersons of all of their responsibilities and provide them each with a copy of the Chairperson's Responsibilities, Conference Guidelines, Meeting Format, a Big Book, paper and pencils, and the Conference Agenda including names of speakers and meeting leaders. Is responsible for updating and maintaining conference scripts (minus the birthday night script and conference guidelines).

Edit :Suggested requirements: 1 year of continuous sobriety and must be willing to serve a 1-year term.

Although the program of events may be determined by the committee program chair, the conference will at all times consist of at least the following: Ask-it-Basket or an open discussion meeting Speaker meetings at Friday and Saturday nights of the conference; a Gender meeting on Saturday of the conference; a committee business meeting at 11:30am on Saturday of the conference; family style dinner on Friday and Saturday nights of the conference;; a birthday night celebration on Saturday of the conference; and a GOD meeting at 10am on Sunday morning of the conference.

Outreach Chair

Suggested Requirements: 1 year of continuous sobriety and must be willing to serve a 1-year term.

Budget needs to be voted on by committee to never exceed \$100 per year Jan-Nov for outreach materials for conference, or outreaching at other conferences . The duties of outreach chair include , but are not limited to , organizing meeting bombs in city's catering to young people's meetings , Working with committee through subcos to promote engagement for outreaching the conference, work with program chair to release program within the last 30 days leading up to conference via social media and in person flyers, Outreach chair is responsible for reaching out to other committees in-state or out of state to host the Grill N Chill ; if no committee is able to host , TQCYPAA host committee will host with budget to not exceed \$100. Outreach shall never be considered the sole responsibility of the Outreach Chairperson, but will be shared by the entire Conference Committee.

Security Chair

Suggested requirements: 1 year of continuous sobriety and must be willing to serve a 1-year term.

The duties of the security chair include, but are not limited to, being responsible throughout the Conference for the general condition of the Conference area and for enforcing registration and behavior that encourages safety. They shall make sure that trash is picked up and other areas around the Conference are kept in an appropriate manner, prior to the close of each conference, the Security chair will ensure that all cabins have been left in their proper

condition and that the meeting room has been cleaned, may enlist the help of Pigeon Chair, members of the Conference Committee or other volunteers to fulfill any of these duties.

Food

Suggested requirements: 1 year of continuous sobriety and must be willing to serve a 1-year term. (\$500 Budget per conference)

The duties of the food chair include, but are not limited to: purchasing, storing, and setting up food, snacks, and coffee throughout the weekend; must present the Treasurer with receipts for all purchases by the close of the conference; may enlist the help of Pigeons or volunteers with duties taking place at the conference; may enlist the help of members of the conference committee with any other duties. Responsible for everything having to do with the preparation and consumption of coffee (including coffee, filters, sugar, creamer, cups, etc.), ensure that coffee is set up as early as possible on the first evening of the conference and that fresh coffee and supplies are available and the coffee area is kept clean all weekend.

Responsible for preparation, service, and clean-up of family style dinner Friday and Saturday nights of the conference. Dinner items may be the same each night or different as long as they can be provided without exceeding the approved budget.

Also, s/he must ensure that all food/beverage supplies, prep areas, and leftover items are properly cleaned, disposed of, and/or stored in appropriate locations until the next conference. This includes but is not limited to cleaning of the kitchen and transporting the food supplies storage bin to and from each conference.

Food Co-Chair

Suggested requirements: 6 months of continuous sobriety and must be willing to serve a 1-year term.

The duties of the food co-chair include but are not limited to accepting the full duties of the Food chair in the absence of the Food chair.

Also, co-food chair will work directly with the food chair if/when needed in all areas of food and/or beverage related service to the conference. He/she may assist the food chair in planning, purchasing for, and preparing family dinners before the conference.

(2) Birthday Night Co-Chairs

Suggested requirements: 1 year of continuous sobriety and must be willing to serve a 1-year term. (\$20 Budget per conference)

The duties of the birthday chairs include, but are not limited to;; lead the Birthday Meeting, introduce celebrants and have them read comments on cards The birthday night chairs MUST have at least one other person involved in writing the format for birthday night.

Entertainment Chair

Suggested requirements: 1 year of continuous sobriety and must be willing to serve a 1-year term. (\$50 Budget per conference)

The duties of the entertainment chair include, but are not limited to, organizing events throughout the conference in coordination with the Program Chairperson to avoid time conflicts and ensure that all events are on the Conference Agenda; will promote the activities of the Conference, gather people for the events, ensure all accounts concerning Entertainment are settled by the closing of each Conference.

Website Chair

Suggested requirements: 1 year of continuous sobriety and must be willing to serve a 1-year term. (\$250 Budget per year)

The duties of the website chair include, but are not limited to, creation and or managing a website for TQCYPAA and TQCYPAA domain/web address. Maintaining anonymity for our members. Regularly checking and updating the YPAA meeting list. Updating current dates and contact information. Also updating Registration chair contact information. Maintaining the Paypal account and keeping in contact with Registration and Treasurer.

Panel Chair

Suggested Requirements: 1 year of continuous sobriety and must be willing to serve a 1-year term.

The duties of the Panel Chair include, but are not limited to, gathering panelists for the panel meeting to be held every Saturday of the conference who have the ability and can be trusted to share their experience, strength and hope regarding alcoholism and within the twelve traditions of Alcoholics Anonymous. The panel chair is responsible for communicating with the program chair as well as the events chair to ensure that the meeting will have available meeting space and shall not interfere with any other conference event. The panel chair is responsible for deciding on a topic ahead of time and informing all panelists of this topic, giving them ample time to prepare.

Pigeons Chair

Suggested requirements: 1 year of continuous sobriety and must be willing to serve a 1-year term. (\$50 Budget per conference/\$200 budget per year, and may be given their budget on a yearly basis, provided that they give all materials to the host committee to be kept with our inventory)

The original concept was stolen from the Brazos River Conference (about 1982) with the same shirts being used each Conference until 1990, when the shirts disappeared. Robert F. decided to bring the Peons back in an effort to give newcomers in sobriety and Conference “virgins” a way to get more involved in the Conference. It has become an integral part of this Conference’s tradition and one that should continue for as long as the Conference lives. The name of the “Peon” chair was changed to Pigeon chair by Casey F. in 2019 to reflect how we carry the message like messenger pigeons.

The duties of the Pigeons chair include but are not limited to, bringing items to each conference for the Pigeons to wear while being of service. After the Friday night speaker meeting, the Conference Chairpersons shall ask the question, “What is a Pigeon?” At that time, the Pigeon chair will provide the history of ‘Peon’ and speak of the importance of Pigeons at the Conference. Then the Committee member asks all the people attending the Conference for the first time to stand, they are given items, brought to the front of the room and introduced. Afterwards, the Pigeons chair explains their duties: making coffee, picking up trash and cigarette butts and setting a good example. (It is important to recognize the Pigeons work on Saturday night just after the Sobriety Countdown and thank them for their hard work!)

Merchandise Chair **Revised 02/15/2025**

Requirements : 1 year of continuous sobriety and must be willing to serve a 1-year term. Duties include, but are not limited to, maintaining merchandise inventory and sales. Merchandise chair will be the liaison between merchandise manufacturers and the host committee. Merchandise chair will be responsible for researching and purchasing all merchandise items. Merchandise chair is to work closely with the treasurer and host committee to ensure proper use of budget and merchandise needs, and will be responsible for all graphic needs/ideas. A discretionary budget of six hundred dollars (\$600) shall be allocated to the TQCYPA A Merchandise Chair for purchasing inventory and related expenses. Gross proceeds from merchandise sales shall be returned to the Merchandise discretionary budget until the balance reaches six hundred dollars (\$600). Any proceeds exceeding this amount shall be deposited into the TQCYPA A general fund.

Male and Female Conference Co-chair

Suggested requirements: 9 months of sobriety. Must have attended two TQCYPA A conferences at the time of election. Must be willing to serve a 6-month term, with the first 3 months as alternate for the current co-chair and the following 3 months as co-chair. They must attend the 2 conferences following the time of election.

The duties of the conference co-chairs include, but are not limited to, opening and closing all meetings of the conference, except the conference committee meeting; reading the conference guidelines and conference agenda at the opening and closing of each meeting; and choosing meeting leaders for the Men's, Women's, and Open meetings.

Male and Female Greeter

Suggested requirements: There is no minimum sobriety requirement for this position. They must be willing to serve a 1 conference term.

Duties include but are not limited to receiving registrants at the registration table as well as at the committee meetings and speaker meetings. The greeter should welcome all new and returning attendees as well as invite them to participate in the committee meeting and explain the importance and right they have to do so. They are responsible for arriving at Slumber Falls no later than 5pm on the first day of the conference.

Accessibilities

Suggested requirements: 1 year of continuous sobriety and must be willing to serve a 1-year term.

Position Responsibilities: to act as a liaison between the host committee/TQCYPA A conference and accessibilities community and registrants needing accommodations at the conference. The accessibilities chair will obtain information about specific accommodations requested at the conference and help provide those accommodations. The accessibilities chair will have a specific budget to be determined and funded by donations collected during online registrations and/or donations provided from other outside donors.

Article VI Conference Committee

The TQCYPAA conference committee at large consists of any member of Alcoholics Anonymous, who attends any TQCYPAA committee meeting. The TQCYPAA committee meetings occur once a month virtually and quarterly, on the Saturday of the conference. Any and all committee members may vote on all conference business. Bylaw amendments must be approved by Advisory Council before they can be put into effect. Any and all committee members may propose new business, in the form of motions or open discussion at conference committee meetings.

Beginning November 2023, The TQCYPAA Host committee, consisting of Steering committee, elected Service Positions, and members at large shall meet once a month via teleconference. Date to be determined by the Host Committee Chair.

Attendance at each meeting is mandatory. Host committee chair may call emergency conference calls, with quorum, to discuss pertinent issues and make immediate decisions as needed, for the good of the conference.

Article VII Advisory Council Procedures

The Advisory Council will accept for approval any suggestions by the conference committee for updating the TQCYPAA "Purpose", the conference guidelines, and the by-laws. Hold an annual budgetary meeting held in February. These are the only exclusive duties of the Advisory Council. Advisory council will meet once a month, which includes meeting directly after the business meeting at the conference.

Article VIII Changing By-Laws

The procedures for changing by-laws shall be:

Anyone proposing a change in the by-laws should obtain approval by the Host Committee, by a 2/3 majority vote, prior to presenting proposed amendment(s) to the Advisory Council. The Advisory Council will schedule a meeting, independent of the committee meeting. At this meeting, a vote will be taken to accept or decline the proposed change. Acceptance of the change will require a 2/3 majority vote. If the Advisory proposal is denied, the Advisory Council will notify the Host Committee Chair and provide a written explanation to the committee.

Any time a proposal is not accepted, an appeals process is available. The individual presenting the proposal may re-submit the proposal in 3 months at the following conference, with or without amendments. The voting process is followed using the procedures outlined above.

Article IX The Conference

The TQCYPAA conference will occur quarterly on or about the 3rd full weekend (subject to availability) of February, May, August, and November (The first weekend of the month is deemed to be when the 1st of the month is on a Friday or earlier). The conference begins on Friday of the conference, and ends on Sunday of the conference. TQCYPAA shall not be financially combined with any other function, AA, or otherwise. Financially combined is defined as TQCYPAA will not support financially other entities holding fundraisers at the TQCYPAA conference nor will TQCYPAA share their incomes with any other entity other than its debtors. The conference location is wherever its contracted by Advisory.. Although the program of events

may be determined by the committee program chair, the conference will at all times consist of at least the following: Ask-it-Basket or an open discussion meeting Speaker meetings at Friday and Saturday nights of the conference; a Gender meeting on Saturday of the conference; a committee business meeting at 11:30am on Saturday of the conference; family style dinner on Friday and Saturday nights of the conference;; a birthday night celebration on Saturday of the conference; and a GOD meeting at 10am on Sunday morning of the conference.

Registration for this conference will include a bed in a cabin, to be determined by the registration chair, (with coed or same sex options), There will also be a dinner Friday and Saturday nights, snacks, and coffee throughout the weekend supplied at no additional charge to conference registrants. Registration costs for the TQCYPAA conference will be as follows:

Pre-Registration: \$90.00

At the door: \$100.00

Single day pass: \$40.00

Overnight pass: \$50.00

Kids 5 and below: \$0

Kids 6-12 One Night Stay: \$20

Kids 6-12 Weekend Stay: \$40

Dog: \$30

\$76.00/per person for overnight, \$25/per person per day for just day passes will be paid to Slumber Falls. We will always cover a minimum of 50 people per conference unless we exceed 50 people. Optional add-ons per our Slumber Falls contract are kitchen rental will be Woelke kitchen for \$300 for the weekend and pool rental is \$160/hour (with a minimum capacity of 36 people and maximum capacity of 70 guests).

Article X Conference Finances

The conference committee is responsible for paying all its own bills and expenses, and the monies collected from each conference or event will be kept in a bank account. If funds are above prudent reserve, for two consecutive conferences, the Host Committee and Advisory will have an emergency budgetary meeting to determine disbursements/budget increases. Treasurer will make an AA service split of the funds, no later than 30 days following each conference as follows:

- 50% - General Services Office
- 50% - Distributed evenly among the 4 area.

The conference committee will, at all times, keep a separate bank account containing a prudent reserve of \$8,000.00. If, at any time, the conference committee is unable to pay its expenses, this prudent reserve may be used.

The conference committee will replenish the \$8,000.00 prudent reserve from the proceeds of the following conference. In the event that the conference is unable to maintain the \$8,000.00 prudent reserve, no budgetary increases shall be made, without unanimous consent with quorum in a Host Committee meeting (call or physical).

Article XI Committee Meetings

In order for a Committee Meeting to be held, there must be a quorum of Advisory Council and Steering Committee members present. A quorum shall be constituted by 3

members of the Steering Committee, 2 Advisory Committee members. If a quorum is not present, business may be conducted for the purpose of continuity and communication, but no motions may be made and no votes may be called. This also applies to conference calls. If quorum is held then decisions can be made and motions passed.

Motions may be made or seconded by any member of the conference committee, except the committee chairperson, or officer acting as such. Once a motion has been made and seconded, the committee chairperson will open the floor to discussion pertinent to the motion. Before discussion begins, or at any time during discussion, the Chairperson may set a time limit for the discussion. At the end of this time, the Chairperson may either extend the time for discussion or ask for one pro and one con from the Conference Committee. When this is finished a vote is called. Unless otherwise specified in the TQCYPAA By-Laws, a majority vote shall pass any motion.