



### Part 1 - Purpose

1. Victorian Young People in Alcoholics Anonymous (**VICYPAA**) is a committee of young members of Alcoholics Anonymous (**AA**) working together in service to hold fun events and put on an annual convention.
2. VICYPAA's primary purpose is to help alcoholics achieve and maintain sobriety, by:
  - a. holding fun events throughout the year that are open to all AA members irrespective of age or duration of sobriety;
  - b. promoting unity between young people in recovery;
  - c. assisting the wider membership of AA in Victoria to better carry the message of recovery to younger alcoholics;
  - d. showing young people in AA that it is possible to have fun and stay sober;
  - e. providing opportunities for young people to do service in AA and so learn about AA's 12 Traditions, 12 Concepts and service structure; and
  - f. holding a recovery themed annual convention in Victoria.
3. VICYPAA is registered with the National Office of Alcoholics Anonymous Australia, being classified as a 'special event' under section 14 of the AA Australia Service Manual.

### Part 2 – Committee, Subcommittees and Spiritual Advisory

4. The work of VICYPAA should be conducted by the VICYPAA committee (**Committee**) with assistance from subcommittees.

#### **Committee**

5. The Committee should be comprised of young members of AA with less than 10 years sobriety, each holding one of the following commitments:
  - a. VICYPAA Chair & Alternate Chair;
  - b. Secretary;
  - c. Treasurer;
  - d. Convention Chair & Alternate Convention Chair;
  - e. Fun and Fundraising Chair & Alternate Fun and Fundraising Chair;
  - f. Marketing Chair & Alternate Marketing Chair; and

g. Outreach Chair & Alternate Outreach Chair,

**(Committee Members).**

6. Multiple chairs or multiple alternates for a commitment, and general committee positions, should not be elected to the Committee.
7. A Committee shall be elected to serve for 1 convention cycle **(Term)**.
8. Committee Members should avoid wherever possible holding the same commitment for more than 1 full consecutive Term.

### ***Subcommittee***

9. The VICYPAA subcommittees shall include:
  - a. standing subcommittees for each of the Convention, Fun and Fundraising, Marketing and Outreach commitments. Standing subcommittees shall be chaired by the chair and alternate chair for the relevant commitment.
  - b. additional ad hoc or ongoing subcommittees established by the Committee at a VICYPAA Meeting. Such subcommittees must be chaired by an existing Committee Member and must operate to further VICYPAA's primary purpose.

(Each of these subcommittees shall constitute a **Subcommittee**).

10. Subcommittees are to be comprised of young members of AA in Victoria with less than 10 years sobriety **(Subcommittee Member)**.
11. Subcommittee Members:
  - a. report to the chair and alternate chair assigned to the Subcommittee;
  - b. are not elected; and
  - c. may serve in an ad hoc or ongoing capacity.

### ***Spiritual Advisory Committee***

12. A Spiritual Advisory Committee **(SAC)** will serve to:
  - a. provide advice to the Committee and Subcommittees concerning AA's 12 traditions and AA's 12 Concepts of world service; and
  - b. provide individual support to the Committee Members and Subcommittee Members during a Term.
13. The SAC will comprise:
  - a. 2 representatives from the fellowship; and
  - b. the most recent past VICYPAA Chair capable of serving on the SAC,

each being appointed by a 2/3 majority vote of the Committee Members present at an AGM or Special Meeting.

### Part 3 - VICYPAA Meetings

14. VICYPAA may hold each of the following types of meeting:
  - a. annual general meeting (**AGM**);
  - b. committee meeting (**Committee Meeting**); and
  - c. special meeting (**Special Meeting**).

(each being a **VICYPAA Meeting**)
15. Unless otherwise provided for in this constitution:
  - a. Voting at a VICYPAA Meeting is conducted by show of hands of Committee Members; and
  - b. Any motion must be seconded and will only be successful if it is carried by at least a 2/3 majority vote of Committee Members present at the meeting.
16. When a determination is made at a VICYPAA Meeting, the person chairing the meeting must call for any minority opinion pursuant to Concept 12 of the 12 Concepts for AA World Service.
17. Minutes accurately recording the events that occurred at a VICYPAA Meeting must be circulated no later than 2 weeks after the meeting took place to all Committee Members, all SAC members and any known Subcommittee Members.

#### **AGM**

18. Each year an AGM shall be held within 1 calendar month of the annual convention (or as soon as practicable thereafter).
19. The AGM should be attended by:
  - a. members of the outgoing Committee;
  - b. Subcommittee Members;
  - c. members of the SAC; and
  - d. prospective candidates for a Committee or Subcommittee commitment.
20. The AGM shall be chaired by the outgoing VICYPAA Chair, if they are unavailable, the outgoing Committee shall appoint another member as chairperson for the AGM or part of the AGM.
21. The agenda for the AGM should follow the outline provided in Schedule 3 [*AGM Agenda*].
22. The final business of the outgoing Committee should include approving any outstanding reimbursements, making any disbursements, voting on proposed changes to this Constitution and electing the new Committee.
23. Only members of the outgoing Committee shall be entitled to vote at an AGM.

### ***Committee Meetings***

24. The Committee must hold a Committee Meeting at least once in each calendar month during the Term.
25. Committee Meetings should be attended by all Committee Members. Subcommittee members may also attend Committee Meetings.
26. Committee Meetings shall be chaired by the VICYPAA Chair, if they are unavailable, the Committee shall appoint another Committee Member to act as chairperson for the meeting.

### ***Special Meetings***

27. The VICYPAA Chair, or the Committee, by a 2/3 majority vote of Committee Members present at a Committee Meeting, may call a Special Meeting.
28. Only the business set out in the notice for the Special Meeting can be discussed and resolved at a Special Meeting.
29. Special Meetings should be attended by Committee Members, Subcommittee Members and members of the SAC.
30. Special Meetings shall be chaired by the VICYPAA Chair, if they are unavailable, the Committee shall appoint another Committee Member to act as chairperson for the meeting.

## **Part 4 - Election of Committee Members**

31. Candidates for each of the Committee commitments should:
  - a. meet the recommended experience, sobriety length and other requirements for the commitment (prescribed in Schedule 1 [*Commitment Descriptions*]);
  - b. be aware of the commitment description, duration and time commitment (prescribed in Schedule 1 [*Commitment Descriptions*]); and
  - c. support the primary purpose of VICYPAA through the Three Legacies of unity, service and recovery.
32. Committee commitments must be elected using the Election Procedure set out in Schedule 2 [*Election Procedure*]. If there is only one candidate for a commitment, the Sole Candidate Procedure set out in Schedule 2 [*Election Procedure*] must be followed.
33. Candidates are not be entitled to vote in their election for a Committee commitment.
34. At an AGM, elections for Committee commitments should be conducted in the following order:
  - a. VICYPAA Chair;
  - b. VICYPAA Alternate Chair;
  - c. Treasurer;
  - d. Secretary; and

- e. The remaining chair and alternate chair commitments in and order determined by the Chairman.
35. At an AGM, members of the outgoing Committee vote in the elections for the new Committee Members.

### ***Casual Vacancy***

36. A casual vacancy on the Committee may be filled by the Committee at a Committee Meeting using the applicable procedure in Schedule 2 [*Election Procedure*].
37. A member filling a casual vacancy shall be elected to serve for the remainder of that of that Term.

## Part 5 - Funding

38. VICYPAA must be fully self-supporting, accepting only voluntary contributions from within the fellowship of AA, including fund-raising activities and donations.

### ***Expenditure***

39. The Committee must approve expenditure on behalf of VICYPAA that exceeds \$250.
40. The VICYPAA Chair and Alternate Chair may jointly or individually approve expenditure of up to and including \$250 in consultation with the commitment requesting the expenditure.

### ***Bank Account***

41. VICYPAA will maintain a bank account with a financial institution from which all VICYPAA expenditure should be made and into which all VICYPAA funds must be deposited.
42. All funds held on behalf of VICYPAA by the Treasurer, Committee Members or Subcommittee Members must be deposited into the VICYPAA bank account no later than 5 working days after receipt.
43. With the approval of the Committee, the Treasurer may maintain a cash float provided that all money paid from or paid into the float is recorded at the time of the transaction.
44. The VICYPAA Chair, VICYPAA Alternate Chair and Treasurer shall be signatories on the VICYPAA bank account. The Committee may by at least a 2/3 majority vote of members present at a VICYPAA Meeting may appoint further signatories, such signatories not to exceed 5 signatories in total.

### ***Convention Budget***

45. At least 6 months prior to a convention, the Treasurer must present to the Committee a budget for the convention (**Convention Budget**).
46. A Convention Budget must be approved by the VICYPAA Chair, VICYPAA Alternate Chair, Treasurer, Convention Chair and Convention Alternate Chair.

### ***Seed Fund & Disbursements***

47. From time to time the VICYPAA Committee may fix a minimum amount that an outgoing Committee should hand over to a new Committee (**Seed Fund**). The Seed Fund operates as VICYPAA's prudent reserve.
48. Fixing an amount for the Seed Fund should not occur more than once in a two-year period.
49. The Seed Fund amount should be the minimum funds required to enable a new Committee:
  - a. to meet its regular or ongoing administrative expenditure for its Term; and
  - b. to hold an annual convention on substantially similar terms as the last three annual conventions.
50. An outgoing Committee should hand over to a new Committee funds totalling at least the Seed Fund amount. Such handover is to be conducted by transferring the signatories on the VICYPAA bank account to the VICYPAA Chair, Alternate Chair and Treasurer of the new Committee.
51. At the end of the Term, an outgoing Committee should disburse an amount to the AA National Office in Australia in recognition of the services it provides to VICYPAA. Such amount to be determined by the outgoing Committee at that Committee's AGM.

### ***Holding funds for no stated purpose***

52. If VICYPAA holds funds greater than 1.5 times the amount of the Seed Fund, the Committee must, within 2 calendar months of reaching this threshold, develop and implement a plan for how these funds are to be used to achieve VICYPAA's primary purpose over the course of the Term.
53. VICYPAA should never hold funds in excess of 2 times the amount of the Seed Fund for longer than 2 consecutive calendar months.
54. If the Committee determines that it will be unable to use funds it holds in excess of the Seed Fund to achieve its primary purpose, as a last resort, it may disburse funds back into AA. Such decision to be made at an AGM or Special Meeting.

## **Part 6 - Traditions & Concepts Workshop**

55. Within 2 months of an AGM, the Committee must hold a workshop covering how the AA 12 Traditions, AA 12 Concepts and this constitution affect the running and the conduct of VICYPAA.
56. All Committee Members and Subcommittee Members should attend the workshop.

## **Part 7 - Miscellaneous**

### ***General Warranties***

57. In all its proceedings, VICYPAA shall observe the spirit of the AA Tradition, taking great care that:
  - a. VICYPAA never becomes the seat of perilous wealth or power;

- b. sufficient operating funds, plus an ample reserve, be its prudent financial principle;
- c. none of the VICYPAA members shall ever be placed in a position of unqualified authority over any of the others;
- d. all important decisions be reached by discussion, vote and whenever possible, by substantial unanimity;
- e. no VICYPAA action ever be personally punitive or an incitement to public controversy;
- f. though the VICYPAA may act for the service of Alcoholics Anonymous it shall never perform any acts of government; and
- g. like the Society of Alcoholics Anonymous which it serves, VICYPAA itself will always remain democratic in thought and actions.

#### ***Amending the Constitution & Suspending VICYPAA***

- 58. This constitution can only be amended by at least a 2/3 majority vote of Committee Members present at an AGM or Special Meeting. The schedules to this constitution may be amended by at least a 2/3 majority of a Committee at any VICYPAA Meeting following the same notice set out in clause 60 below.
- 59. The work of VICYPAA may only be suspended by at least a 2/3 majority vote of Committee Members present at an AGM or Special Meeting.
- 60. A proposal to amend this Constitution or to suspend VICYPAA must:
  - a. be made by giving at least 1 calendar months' notice of the proposal; and
  - b. be in writing specifying the precise amendment(s) being proposed, or the precise proposal for suspending VICYPAA with accompanying grounds.
- 61. If the work of VICYPAA is suspended for any reason, the outgoing Committee must:
  - a. ensure that a repository of all VICYPAA information and documents is provided to the AA National Office in Australia and a central service office in Victoria registered with the AA National Office;
  - b. disburse any funds held by VICYPAA back into the fellowship either as a donation or for safe keeping; and
  - c. ensure that all information centres in the fellowship where VICYPAA is advertised are notified.

## Schedule 1 - Commitment Descriptions

It is preferable that Alternates rotate into the Chair positions for each of the applicable commitments listed below.

### A. VICYPAA Chair & Alternate

- Role & Commitment:
  - Coordinate the other commitments.
  - Engage with third parties outside the fellowship on behalf of VICYPAA.
  - Be a signatory on the VICYPAA bank account.
  - Maintain accounts held by VICYPAA (eg Gmail / Mail Chimp / Airtable / Square Reader).
  - Be available to chairs, alternates and Subcommittee Members to provide guidance and assistance.
  - Be involved in key decisions made by chairs and alternates of other commitments in the Committee.
  - Organise Public Information service on behalf of VICYPAA (being assisted by a PI subcommittee if appropriate).
  - Chair VICYPAA meetings.
  - Delegating appropriate tasks, and providing relevant training, to Subcommittee Members.
- Experience:
  - At least 1 Term as VICYPAA Alternate Chair (for the Chair position).
  - At least 1 Term as treasurer, secretary, or chair or alternate of another commitment.
  - Have served on a Subcommittee.
  - At least 3 years of sobriety.
- Other:
  - It is preferable that the outgoing VICYPAA Chair will rotate into the past chair commitment on the SAC.
  - The Chair and Alternate Chair commitments require a regular time commitment of 2 to 6 hours a week depending on the goings on of VICYPAA. However, this time commitment ***will be significantly greater*** in the lead up to and during the annual convention.

### B. Secretary



- Role:
  - Preparing and distributing agendas for VICYPAA Meetings.
  - Taking minutes of VICYPAA Meetings and distributing them to the Committee Members, Subcommittee Members and the SAC within 1 week of the meeting being held.
  - Maintaining the VICYPAA contact list, including Committee Members, Subcommittee Members and SAC.
  - Advertising VICYPAA Meetings on AA Times.
  - Sending calendar invites and reminders for VICYPAA Meetings to Committee Members and Subcommittee Members.
  - Delegating appropriate tasks, and providing relevant training, to Subcommittee Members.
- Experience:
  - At least 1 Term as treasurer, or a chair or alternate of another commitment;
  - At least 1 Term on a Subcommittee; and
  - At least 2 years of sobriety.
- Other:
  - The Secretary position requires a regular time commitment of 3 to 6 hours a month depending on the goings on of VICYPAA. However, this time commitment can be significantly greater in the lead up to and during the annual convention.

### **C. Treasurer**

- Role:
  - Being a signatory on the VICYPAA bank account.
  - Making payments from VICYPAA funds for expenses properly incurred by VICYPAA.
  - Receiving and banking cash payments on behalf of VICYPAA.
  - Tracking VICYPAA income and spending, including tracking income and spending against budgets for events / convention.
  - Preparing a Convention Budget and budgets for other events held by VICYPAA.
  - Delegating appropriate tasks, and providing relevant training, to Subcommittee Members.
- Experience:
  - At least 1 Term as secretary, or chair or alternate of another commitment.

- Have served on a Subcommittee.
- At least 2 years of sobriety.
- Other:
  - Previous treasurer / accounting experience in or outside of AA is preferable for the Treasurer role.
  - The Treasurer position requires a regular time commitment of 3 to 6 hours a month depending on the goings on of VICYPAA. However, this time commitment can be significantly greater in the lead up to and during the annual convention.

#### D. Fun and Fundraising Chair and Alternate

- Role:
  - Putting on fun and fundraising events during the year in the lead up to the convention, including organising the theme, venue, catering and drinks, decorations, service for the events and ticketing and ticket sales.
  - Working with marketing and outreach to promote events.
  - Working with the Treasurer to set and adhere to budgets for events.
  - Running fundraising initiatives independent of the events.
  - If possible, putting on a convention afterparty.
  - Delegating appropriate tasks, and providing relevant training, to Subcommittee Members.
- Experience:
  - At least 1 Term as Fun and Fundraising Alternate Chair (for Chair position).
  - Have served on the Fun & Fundraising subcommittee or another Subcommittee.
  - At least 2 years of sobriety for Chair and 1 year of sobriety for Alternate Chair.
- Other:
  - The Fun and Fundraising Chair and Alternate commitments require a regular time commitment of 3 to 6 hours a month depending on the goings on of VICYPAA. However, this time commitment ***can be significantly greater*** in the lead up to and during VICYPAA Events and the annual convention.

#### E. Convention Chair and Alternate

- Role
  - Putting on a convention, including organising an international guest speaker, accommodation, a venue, the convention program, service for the event, and catering and drinks for the convention.

- Working with marketing and outreach to promote the convention.
- Working with the Treasurer to set and adhere to a convention budget.
- Organising the ticketing and selling of tickets to the convention.
- Delegating appropriate tasks, and providing relevant training, to Subcommittee Members.
- Experience:
  - Preferably 1 Term as Convention Alternate Chair (for the Chair role).
  - Have served on the Convention subcommittee or another Subcommittee.
  - At least 2 years of sobriety for Chair and 1 year of sobriety for Alternate Chair.
- Other:
  - The Convention Chair and Alternate positions each require a regular time commitment of 3 to 6 hours a month depending on the goings on of VICYPAA. However, this time commitment ***will be significantly*** greater in the lead up to and during the annual convention.

#### **F. Marketing Chair and Alternate**

- Role
  - Maintaining and updating the VICYPAA website.
  - Posting on and maintaining the VICYPAA social media platforms.
  - Creating marketing campaigns for events and the convention.
  - Creating general VICYPAA promotional material to assist the outreach team.
  - Maintaining and updating VICYPAA brand.
  - Working with Outreach, Convention and Fun and Fundraising to support the efforts of those commitments.
  - Delegating appropriate tasks, and providing relevant training, to Subcommittee Members.
- Experience:
  - Preferably 1 Term as Marketing Alternate Chair (for the Chair role).
  - Have served on the Marketing subcommittee or another Subcommittee.
  - At least 2 years of sobriety for Chair and 1 year of sobriety for Alternate Chair.
- Miscellaneous:

- Marketing, graphic design and website design experience is very useful for these commitments.
- The Marketing Chair and Alternate commitments each require a regular time commitment of 3 to 6 hours a month depending on the goings on of VICYPAA. However, this time commitment can be greater in the lead up to VICYPAA events and the annual convention.

#### **G. Outreach Chair and Alternate**

- Role
  - Liaising with groups and individual members that are already registered with VICYPAA.
  - Reaching out to groups and individual members that are not already registered with VICYPAA.
  - Liaising with service entities in Victoria to promote VICYPAA's events and convention (eg Areas, Districts, Intergroups, CSOs).
  - Communicating with other YPAA representatives in Australia and around the world.
  - Maintaining and updating the VICYPAA contact database and the group and service representatives Mail Chimp contact list for.
  - Attending the ISMYPAA service meetings.
  - Running the Friends of VICYPAA group.
  - Working with Convention and Fun & Fundraising to assist the efforts of those commitments.
  - Working with Marketing to promote VICYPAA.
  - Working with the Treasurer to set and adhere to a budget for Outreach activities.
- Experience:
  - Preferably 1 Term as Outreach Alternate Chair (for the Chair role).
  - Have served on the Outreach subcommittee or another Subcommittee.
  - At least 2 years of sobriety for Chair and 1 year of sobriety for Alternate Chair.
- Miscellaneous:
  - The Outreach Commitment requires a greater time commitment to be performed effectively.
  - The Outreach Chair and Alternate commitment each require a regular time commitment of 5 to 10 hours a month depending on the goings on of VICYPAA. However, this time commitment can be greater in the lead up to VICYPAA events and the annual convention.

## H. Spiritual Advisory Committee

- Role
  - Provide advice to the Committee concerning AA's 12 traditions and AA's 12 Concepts of world service.
  - Provide individual support to the Committee Members and Subcommittee Members during a Term.
- Experience:
  - For the 2 Fellowship representatives:
    - At least 10 years of sobriety.
    - Higher level service experience within the AA;
    - Supports the primary purpose of VICYPAA.
  - For the immediate past Chair:
    - At least 3 years of sobriety.
    - Be willing and able to take on the position.
    - Have completed one full Term as VICYPAA Chair (or if the elected Chair resigned at any point during that Term, and the Alternate Chair assumed the role of VICYPAA Chair, a full term in the VICYPAA Chair commitment).
- Miscellaneous:
  - The SAC commitment requires a regular time commitment of 2 to 3 hours a month depending on the goings on of VICYPAA.

## Schedule 2 – Election Procedure

The election procedure set out below is based on the Alcoholics Anonymous Third Legacy Procedure.

Australian AA Service Manual 8th Edition 2016 - Section 12 AA's Traditional Legacy Document states:

*AA's Third Legacy Procedure is a special type of electoral procedure, used primarily for the election of Area Delegates, Regional and other Trustees and International Delegates, where more than one candidate is nominated. It is considered to be unique to AA, and at first glance, appears to introduce a strong element of chance into a matter that should depend solely on the judgement of the majority. In practice, it has proved highly successful in eliminating the influence of factions or parties. A second-place candidate who may be extremely well qualified, but without early popular support is encouraged to stay in the balloting rather than withdraw.*

1. The VICYPAA election procedure for more than one candidate:
  - a. The Chairman will read the commitment description for the commitment set out in Schedule 1 of this Constitution.
  - b. The Chairman will call for candidates for the commitment.
  - c. Each candidate must be seconded by another member of the Committee to continue in the election.
  - d. The candidates may provide a brief pitch in support of their candidacy.
  - e. Candidates entitled to stand for election will have their names announced and, if possible, displayed.
  - f. The Chairman will distribute blank pieces of paper (**Ballot Paper**) to each member of the Committee present at the meeting that is entitled to vote.
  - g. The Committee members who received a Ballot Paper should mark the blank piece of paper with the name of their preferred candidate and return it to the Chairman.
  - h. The Chairman, with the assistance of members of the SAC, will count the ballot papers and announce the results from the ballot.
  - i. If a candidate receives 2/3 or more of the vote in the first ballot, they will be successful.
  - j. If no candidate receives 2/3 or more of the vote first ballot, a second ballot will be held using the same procedure set out in (e) to (h);
  - k. If there were more than two candidates in this ballot, the candidate with the least number of votes in the ballot will not be permitted to stand in the next ballot.
  - l. If a candidate receives 2/3 or more of the vote in the second ballot, they will be successful.
  - m. If no candidate receives 2/3 or more of the vote in the second ballot, a third ballot will be held using the same procedure set out in (e) to (h) and (l).

- n. If a candidate receives 2/3 or more of the vote in the third ballot, they will be successful.
- o. If no candidate receives 2/3 or more vote in the third ballot, the election will be decided by a coin toss or similar process or chance between the candidates that received the first and second highest number of votes in the third ballot.

**(Election Procedure)**

- 2. VICYPAA election procedure where there is a sole candidate:
  - a. Even if there is only one candidate for a commitment, an election must be held using the process set out in paragraph 1(c) to (h) of the Election Procedure.
  - b. If the sole candidate does not receive 2/3 or more of the vote, they will not be successful.
  - c. If a sole candidate is not successful, the Chairman must call again for candidates to nominate for the commitment.
  - d. If no further nominations are received:
    - i. the Chairman may ask whether another member present (being suitably qualified for the commitment) is willing to take on the commitment; and
    - ii. if that member accepts the nomination, they will become a candidate for the commitment.
  - e. If there is a further nomination, the Election Procedure should be repeated with all candidates for the Committee commitment.
  - f. If there are no further nominations, the commitment may remain vacant until a suitable candidate is found.

**(Sole Candidate Procedure)**

- 3. Candidates who take the opportunity to give a brief pitch supporting their candidacy may speak for no longer than 3 minutes for the VICYPAA Chair and Alternate Chair commitments, and 2 minutes for all other commitments.
- 4. Unless agreed by all candidates for a Committee commitment, the order for candidates to give their pitch should be determined by a coin toss, or other chance related procedure.

**Schedule 3 - AGM Agenda**

- A. Identification and Apologies
- B. Meditation – Remembering the Alcoholic who still suffers
- C. Chair Annual Report
- D. Commitment Annual Reports
  - a. Secretary
  - b. Treasurer
  - c. Fun and Fundraising
  - d. Convention
  - e. Marketing
  - f. Outreach
- E. Final Business of the outgoing Committee
- F. Urgent Business (business that must be dealt with before the new committee can next meet)
- G. Election of the New Committee
- H. Vote of Thanks
- I. 7<sup>th</sup> Tradition
- J. Serenity Prayer