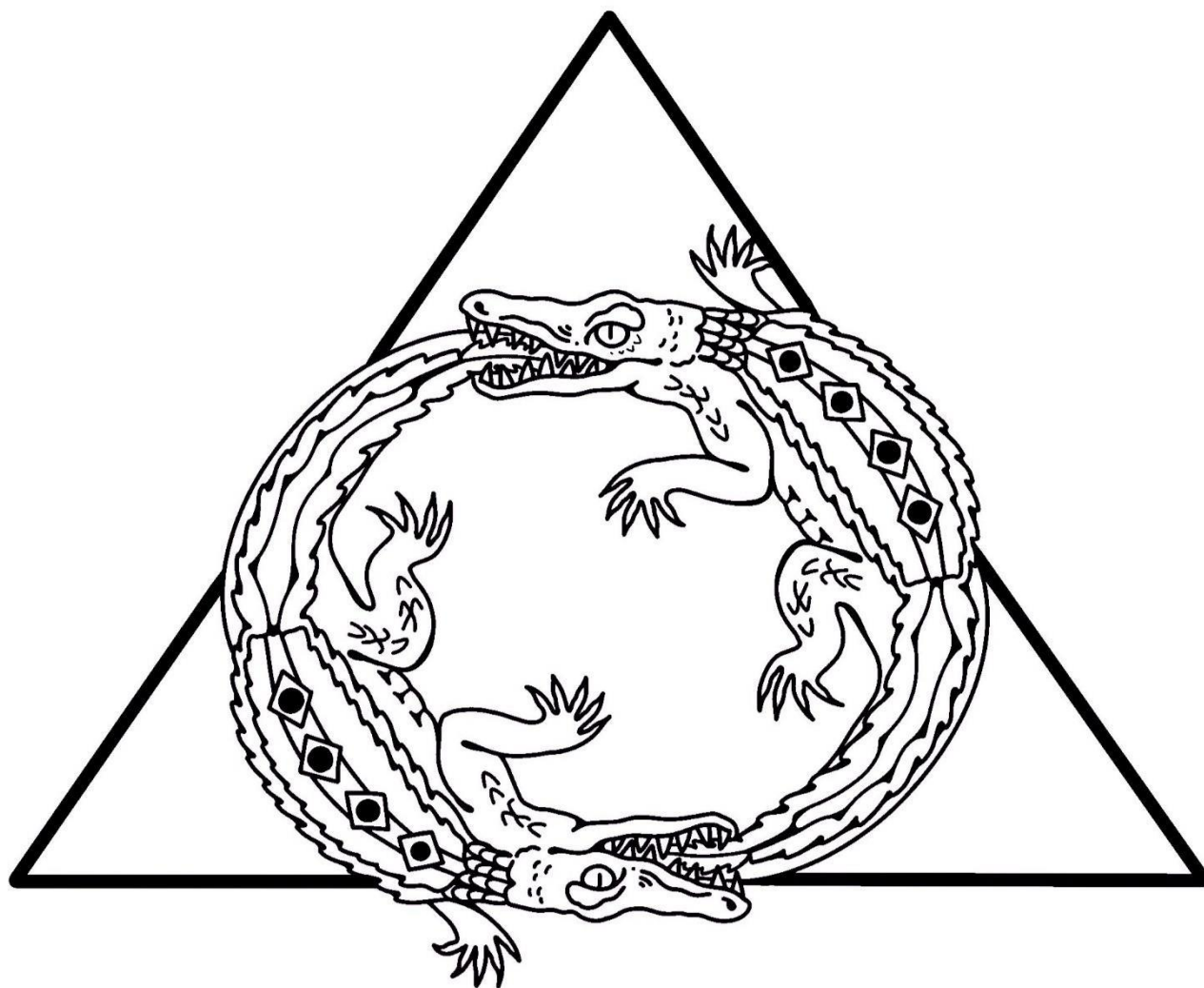


352 BID BYLAWS

Last Edited: July 27, 2026



HISTORY:

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

FCYPAA was founded for the purpose of providing a setting for an annual celebration of sobriety among young people in AA. Since its inception, a growing group of people, who at first would not consider themselves as "young people," have become regular attendees. The number of young people suffering from alcoholism who turn to AA for help is growing, and FCYPAA helps to carry AA's message of recovery to alcoholics of all ages. This meeting provides an opportunity for young AAs from all over the world to come together and share their experience, strength, and hope as members of Alcoholics Anonymous. AA members who attend FCYPAA return home better prepared to receive young people who come to AA looking for a better way of life.

STATEMENT OF PURPOSE:

The 352 FCYPAA Bid for the Florida Conference of Young People in Alcoholics Anonymous (FCYPAA) is a standing service committee launched out of our 5th and 9th Traditions having a primary spiritual aim, that of carrying the AA message to the alcoholic who still suffers. We have no governing body, and we ought never to name boards to govern, but we shall always need to authorize workers to serve our fellowship. We hope to unify young people in our area by practicing the principles of AA through meetings, events, and outreach animated by the spirit of service and the necessity of "absolutely insisting on enjoying life!" BB p. 32

MEMBERSHIP OF 352 BID FOR FCYPAA:

1. Only those with a desire to stop drinking may be members of 352 bid for FCYPAA, and all members of AA defined in our Third Tradition are eligible for membership. All elected servants shall serve one full committee term. Failure to attend two consecutive FCYPAA business meetings or a total of four FCYPAA business meetings per term, without prior notice to the Chair, Co-Chair, or Secretary shall be considered a resignation of the respective committee position. Any break in continuous sobriety or relapse, as understood in Alcoholics Anonymous, is regarded as a resignation from their respective committee position. Any elected servant can be removed from their position with a $\frac{2}{3}$ vote by the committee; once removed, they may remain a member at large.
2. No society can function without able leadership at all levels, and AA can be no exception. It must be said, though, that we AAs sometimes cherish the thought that we can do without much personal leadership. We are apt to warp the traditional idea of

“principles before personalities” around to such a point that there would be no “personality” in leadership whatever. This would imply rather faceless automatons trying to please everybody, regardless. At other times we are quite as apt to demand that AA’s leaders must necessarily be people of the most sterling judgment, morals, and inspirations; big doers, prime examples of all, and practically infallible. Of course, real leadership has to function between these imaginary poles of hoped-for excellence. “Our leaders do not drive by mandate; they lead by example.” In effect, we are saying to them, “Act for us, but don’t boss us.”

3. Members at large are those who have stated their desire to be a member and placed their name and pertinent contact information on the committee's composition of members maintained by the Secretary. One must have attended at least one subcommittee meeting or one committee business meeting to be recognized as a member to vote in non-electoral proceedings.

SUBCOMMITTEES:

1. Subcommittees serve to facilitate specific tasks pertinent to the committee’s general operation. They meet regularly to discuss matters relevant to their functions within the committee's scope. Subcommittee chairs may create positions within said subcommittee and appoint a committee member to that position without requiring an election. While subcommittees meet regularly, any member of the at-large committee who has been elected to a chair position may hold a meeting to discuss topics relevant to their function at a given time. Any members responsible for submitting a report to the Secretary must do so two days before the committee business meeting unless otherwise specified by a group conscience.

COMMITTEE POSITIONS AND RESPONSIBILITIES

Chair	Co-Chair
Treasurer	Co-Treasurer
Safety	
Hotel	Co-Hotel
Secretary/Archives	Co-Secretary/Archives
Current Practices	
Service	Co-Service
Bid Package	Co-Bid Package
Bid Skit	Co-Bid Skit
Traditions	
Events	Co-Events
Merchandise	Co-Merchandise
Advisory Liaison	
Theme/Graphics	Co-Graphics
Inreach	Co-Inreach
Outreach	Co-Outreach
Website	Co-Website
Unity	Co-Unity
Triangle Club Liaison	
Intergroup Representative	Co-Intergroup Representative
Serenity	
Accessibilities	
Communications	
Hospitality/Coffee	Co-Hospitality/Coffee

1. CHAIR

- a. Required 1-year sobriety and working knowledge of 12 Steps and 12 Traditions.
- b. Responsible for the overall functions of the committee.
- c. Conduct all business meetings in accordance with the 352 Bid Bylaws. This includes arranging for and announcing the agenda for all FCYPAA meetings, opening meetings, and maintain order, recognizing members entitled to the floor, stating and putting all motions to vote properly made and seconded, then announcing the results of all votes.
- d. Chair all business meetings and conduct each meeting in accordance with Robert's Rules of Order.
- e. Open meetings on time.
- f. Call business meetings with at least 7 days' notice to all committee members via email or the agreed-upon communications channel.
- g. See that the agenda is published via email or the agreed-upon communications channel at least one day in advance of the next business meeting. This agenda must contain their report.
- h. Votes only in elections and in the event of a tie.
- i. Keep in regular contact with 352 FCYPAA Bid members to ensure questions are being answered, tasks are being completed, members are being held accountable for their positions, and have a working knowledge of all aspects of the committee at any given moment.
- j. In the event the committee votes to relieve a member of their elected position, it is the Chair's responsibility to inform them of the committee's decision.
- k. Should keep informed of what is happening for each subcommittee and assist as needed with the help of the Co-Chair.
- l. Affix their signature to necessary committee actions.
- m. Be one of two signatures on the bank account.
- n. Hold one of two keys to the PO Box.
- o. Shall handle all public relations responsibilities for the committee.
- p. Communicate with FCYPAA advisory on a weekly basis.
- q. Fulfill, or delegate to co-chair, any unmet responsibilities due to unoccupied role or absence of position chair.
- r. Designated member of the safety subcommittee.

2. CO-CHAIR

- a. Required 1-year sobriety and working knowledge of 12 Steps and 12 Traditions.
- b. Assists Chair with the overall functioning of the committee.
- c. Assists Chair in ensuring all tasks are accomplished.
- d. Acquires knowledge of how to carry out the duties of the Chair.
- e. In the absence of the Chair, accepts the full duties of the Chair.
- f. Carries out various duties assigned by the Chair.
- g. In the event the committee votes to relieve the Chair of their elected position, it is the Co-Chair's responsibility to inform them of the committee's decision.
- h. Should keep well-informed of what is happening on each subcommittee, assure that they are being helped promptly, and assist as needed.
- i. Communicates monthly with the FCYPAA Advisory Council.

- j. Assist in fulfilling any unmet responsibilities due to unoccupied role or absence of position chair.
- k. Email report two days prior to the business meeting to Chair and Secretary.
- l. Designated member of the safety subcommittee.

3. TREASURER

- a. Required 2-year sobriety, a job, a bank account, and a home address.
- b. Handle all cash on-hand and financial accounts.
- c. Maintain the 352 Bid's bank account.
- d. Will bring a bank of change to collect all money at all events.
- e. Passes the baskets and collects 7th Tradition.
- f. Assure payments are completed on time (i.e., rent, P.O. Box, donations, and other bills).
- g. Collect receipts for purchases of approved goods, and ensure reimbursements are completed by the next business meeting.
- h. Keeps an up-to-date financial report, closely tracking income and expenses. Has this report available at each business meeting.
- i. Act as a signer and has access to the committee bank account.
- j. Provides an Event Fund Report breakdown after each event to present at the following business meeting.
- k. Write and submit a mock host committee budget for the year and presents this in the Bid Book.
- l. Email report two days prior to the business meeting to Chair and Secretary.
- m. Designated member of the safety subcommittee.

4. CO-TREASURER CHAIR

- a. Required 2-year sobriety, a job, a bank account, and a home address.
- b. Acquire knowledge of how to carry out the duties of the Treasurer.
- c. Work closely with the Treasurer. In the absence of the Treasurer, shall accept the full duties thereof.
- d. Shall automatically assume Treasurer position if left vacant.

5. SAFETY

- a. Required 2-year sobriety.
- b. Chair of the Safety Subcommittee.
- c. Oversees complaints to the 352 Committee regarding discrimination/ harassment occurring within an event hosted by the 352 Committee. Including 352 bid, host, or conference events, or the conference itself.
- d. Calls emergency subcommittee meetings upon receipt of said complaints.
- e. Email report two days prior to the business meeting to Chair and Secretary.

6. HOTEL CHAIR

- a. Required 2-year sobriety and working knowledge of 12 Steps and 12 Traditions
- b. During conference bid package preparation, shall obtain commitments from at least two appropriate facilities large enough to accommodate the entire conference.
- c. Provides two complete scrubbed copies of contracts to the Bid Book Chair.
- d. Represented 352 Bid in a professional manner.
- e. Acts as liaison for the hotel throughout the year.

- f. Contact and obtain estimates for FCYPAA conference bids to be voted on by the committee.
- g. Hold sub-committees as needed and turn in minutes to the Chair and Secretary two days prior to the next business meeting.
- h. Email report two days prior to the business meeting to Chair and Secretary.
- i. Designated member of the safety subcommittee.

7. CO-HOTEL CHAIR

- a. Required 1-year sobriety.
- b. Acquire knowledge of how to carry out the Hotel Chair position.
- c. Shall work closely with the Hotel chair. In the absence of the Hotel chair, shall accept the duties of the Chair.
- d. Shall automatically assume chair position if left vacant.

8. SECRETARY/ARCHIVES

- a. Required 1-year sobriety.
- b. Records and keeps accurate minutes of all committee meetings, including exact wording for motions, major points of discussion, and includes full reports
- c. submitted by subcommittees. Minutes should be emailed to the committee and Advisory Council within one week after business meetings.
- d. Creates the agenda for business meetings and emails the group 24 hours before the meeting.
- e. Keeps the committee roster up to date.
- f. Email report two days prior to the business meeting to Chair.
- g. Designated member of the safety subcommittee.

9. CO-SECRETARY

- a. Required 1-year sobriety.
- b. Acquires knowledge of how to carry out the duties of Secretary.
- c. Shall work closely with the Secretary. In the absence of the Secretary, shall accept the full duties thereof.
- d. Shall automatically assume Secretary position if left vacant.

10. CURRENT PRACTICES CHAIR

- a. Required 1-year sobriety and knowledge of 12 Traditions, and a willingness to learn the 12 Concepts of World Service.
- b. Shall be responsible for knowing procedures and aiding in the efficient conduct of participants during a business meeting in accordance with the FCYPAA Bylaws.
- c. Write and update bylaws as needed; holds subcommittee meetings if needed.
- d. Ensure the 352 Bid complies with Robert's Rules of Order.
- e. Ensure the 352 Bid is educated on and complies with current bylaws.
- f. Ensures motions voted on by the committee are being upheld.
- g. Has a copy of the current Bylaws at every business meeting.
- h. Email report two days prior to the business meeting to Chair and Secretary.
- i. Designated member of the safety subcommittee.

11. SERVICE CHAIR

- a. Required 1-year sobriety with the knowledge of 12 Traditions and willingness to learn the 12 Concepts for World Service.
- b. Finds service positions for the 352 FCYPAA Bid to do individually or as a group.

- c. Organizes sign-up sheets for service commitments.
- d. Educates committee members on what is required for each service committee as needed.
- e. Ensure commitments are being filled.
- f. Shall act as our representative or liaison between FCYPAA and Hospitals and Institutions and PI/CPC.
- g. Obtains letters of support from the Area and local District, per bid requirement.
- h. Shall report all Area and District events to the committee.
- i. Hold sub-committees as needed and turn in minutes to the Chair and Secretary two days prior to the next business meeting.
- j. Email report two days prior to the business meeting to Chair and Secretary.

12. CO-SERVICE CHAIR

- a. Required 6-month sobriety.
- b. Acquire knowledge of how to carry out the duties of the Service Chair.
- c. Shall acts as an alternative representative when the Service Chair cannot attend.
- d. Shall accept and perform full duties of the Service Chair in their absence.
- e. Shall automatically assume chair position if left vacant.
- f. Will work closely with the Service chair to ensure tasks are completed.

13. BID PACKAGE CHAIR

- a. Required 1-year sobriety.
- b. Shall coordinate the completion, production, and transportation of FCYPAA conference bid packages in accordance with the group conscience and conference bidding requirements.
- c. Shall coordinate with local committees and other chairs to acquire letters of recommendation from 352 Bid involvement in AA community.
- d. Submits a scrubbed PDF electronic copy that is to be no later than 4 days prior to the start of the conference by 5:00 pm EST.
- e. Responsible for submitting 8 hard copies of the Bid packages to the Advisory Council no later than 5:00 pm on the Friday of the conference.
- f. Hold subcommittees as needed and turn in minutes to the Chair and Secretary two days prior to the next business meeting.
- g. Email report two days prior to the business meeting to Chair and Secretary.

14. CO-BID PACKAGE CHAIR

- a. Required 6-month sobriety, may have multiple co-chairs.
- b. Acquire knowledge of how to carry out the Bid Package Chair position.
- c. Shall work closely with the Bid Package Chair.
- d. In the absence of the Bid Package Chair, shall accept the duties of the Bid Package Chair.
- e. Shall assume chair position if left vacant.

15. BID SKIT CHAIR

- a. Required 1-year sobriety.
- b. Shall orchestrate the bid skit, including writing script, organizing rehearsals, and completion.
- c. Hold subcommittee meeting as needed and tur in minutes to the Chair and Secretary two days prior to the next business meeting.

- d. Email report two days prior to the business meeting to Chair and Secretary.

16. CO-BID SKIT CHAIR

- a. Required 6-month sobriety.
- b. Acquire knowledge of how to carry out the Bid Skit Chair position.
- c. Shall work closely with the Bid Skit Chair.
- d. In the absence of the Bid Skit Chair, shall accept the duties of the Bid Skit Chair.
- e. Shall assume chair position if left vacant.

17. TRADITIONS CHAIR

- a. Required 1-year sobriety with working knowledge of 12 Traditions.
- b. Ensures the bid follows the 12 Traditions of Alcoholics Anonymous in all of their affairs to the best of their ability.
- c. Educates the committee on the Traditions.
- d. Email report two days prior to business meeting to the Chair and Secretary.

18. EVENTS

- a. Required 1-year sobriety with a working knowledge of 12 Steps and 12 Traditions, and a willingness to learn the 12 Concepts of World service.
- b. Develop ideas for events and arrange all aspects of events, including, but not limited to, the budget, place, date, time, costs, refreshments, music (if necessary), etc.
- c. Makes a timeline of events throughout the year. The deadline for this is 6 weeks after elections, to be presented as the next business meeting.
- d. Responsible for finding locations and arranging events that promote unity and recovery among young people in AA, regardless of age.
- e. Recruit trusted servants to volunteer to help manage events, sponsorship from district, fundraising, and help support the recruitment of subcommittee members.
- f. Ensure that every event has a meeting.
- g. Responsible for preparing any supplemental information regarding events required for the Bid Book.
- h. Creates a private Facebook events page one month prior and ensures invitations are sent out to local AA's, out of town AA's, advisory.
- i. Coordinates with Graphics Chair to ensure flyers are made and sent out one month in advance.
- j. Provides members with announcement guidelines for each event.
- k. Rotating budget of \$150.
- l. Submits event recap in report for following business meeting (via email with report).
- m. Work with Current Practices Chair to adhere to all 352 bid for FCYPAA bylaws, guidelines, and procedures as well as AA Service Manual Standards.
- n. Be well-versed in and able to articulate the bid's mission and current investment projects.
- o. Communicate regularly with and monitor the progress of subcommittee chairs (using a timelines) to ensure tasks are completed.
- p. Hold committee members accountable for their tasks and overall goals of the event.
- q. Reach out to other FCYPAA bids and the Host committee to co-host events.
- r. Hold sub-committees as needed and turn in minutes to the Chair and Secretary two days prior to the next business meeting.
- s. Email report two days prior to the business meeting to Chair and Secretary.

19. CO-EVENTS

- a. Required 6-month sobriety, can have multiple co-chairs.
- b. Shall work closely with the Event's Chair to schedule committee meeting dates, develop agendas, and facilitate committee meetings.
- c. In the absence of the Events Chair, shall accept the duties of the Events Chair.
- d. Shall automatically assume the position of chair if position is left vacant.
- e. Acquire knowledge of how to carry out the duties of Events Chair.

20. MERCHANDISE CHAIR

- a. Required 1-year sobriety.
- b. Holds all inventories.
- c. Creates an accurate inventory of all merchandise.
- d. Provides the bid with price quotes and vendors for all merchandise.
- e. Works with Theme/Graphics Chair to develop the design for all merchandise.
- f. Work with the Treasurer Chair to provide a budget and sales report.
- g. Collect payment for merchandise sales.
- h. Hold sub-committees as needed and turn in minutes to the Chair and Secretary two days prior to the next business meeting.
- i. Email report two days prior to the business meeting to Chair and Secretary.

21. CO-MERCHANDISE CHAIR

- a. Required 1-year sobriety.
- b. Acquire knowledge of how to carry out the duties of the Merchandise Chair.
- c. Shall work closely with the Merchandise Chair. In the absence of the Merchandise Chair, shall accept the full duties thereof.
- d. Shall automatically assume chair position if left vacant.

22. ADVISORY LIAISON

- a. Required 1-year sobriety.

23. THEMES/GRAPHICS CHAIR

- a. Required 6-month sobriety.
- b. Creates all graphics or logos for 352 Bid.
- c. Creates and distributes all flyers needed by the 352 Bid for events submitted 4 weeks before the event.
- d. Works with Merchandise Chair to ensure our "branding" for 352 Bid is uniform
- e. Documents all 352 Bid events with consensual pictures.
- f. Hold subcommittees as needed and turn in minutes to the Chair and Secretary two days prior to the next business meeting.
- g. Email report two days prior to the business meeting to Chair and Secretary.

24. CO-GRAPHICS CHAIR

- a. Required 3-month sobriety, can have multiple co-chairs.
- b. Acquire knowledge of how to carry out the duties of Graphics Chair.
- c. Shall work closely with the Graphics Chair. In the absence of the Graphics Chair, shall accept the full duties thereof.
- d. Shall automatically assume chair position if left vacant.

25. INREACH

- a. Required 6-month sobriety.

- b. Assures that as many meetings as possible (especially heavily populated ones) within the Gainesville area and the surrounding counties are reached out to with FCYPAA announcements. With particular attention to attending meetings and
- c. fellowships that are not well-represented within our community.
- d. FCYPAA announcements include the 352 bid meetings, unity events, service commitments, 352 events, other bid events, and the FCYPAA conference.
- e. Uses anonymity-protected online resources and grassroots footwork to accomplish inreaching events.
- f. Hold subcommittees as needed and turn in minutes to the Chair and Secretary two days prior to the next business meeting.
- g. Email report two days prior to the business meeting to the Chair and Secretary.

26. CO-INREACH

- a. Required 3-month sobriety, can have multiple co-chairs.
- b. Acquire knowledge of how to carry out the duties of the Inreach Chair.
- c. In the absence of the Inreach Chair, shall accept full duties of the Inreach Chair and carry out various duties assigned by the Outreach Chair.
- d. Shall automatically assume Inreach Chair position if left vacant.
- e. Will work closely with the Inreach Chair to ensure tasks are completed.

27. OUTREACH

- a. Required 6-month sobriety.
- b. Be willing to travel as many places and AA/FCYPAA-related events (in Florida) as possible to carry the message of the 352 Bid and FCYPAA.
- c. Assures that as many meetings as possible (especially heavily populated) within the state are reached out to with FCYPAA announcements.
- d. FCYPAA announcements include the 352 bid meetings, unity events, service commitments, 352 events, other bid events, and the FCYPAA conference.
- e. Uses anonymity-protected online resources as well as grassroots footwork to accomplish outreach goals.
- f. Hold subcommittees as needed and turn in minutes to the Chair and Secretary two days prior to the next business meeting.
- g. Email report two days prior to the business meeting to Chair and Secretary.

28. CO-OUTREACH

- a. Required 3-month sobriety, can have multiple co-chairs.
- b. In the absence of the Outreach Chair, shall accept full duties of the Outreach Chair and carry out various duties assigned by the Outreach Chair.
- c. Shall automatically assume chair position if left vacant.
- d. Acquire knowledge of how to carry out the duties of Outreach Chair.
- e. Will work closely with the Outreach Chair to ensure tasks are completed.

29. WEBSITE CHAIR

- a. Required 6-month sobriety with working knowledge of computers.
- b. Responsible for the creation and maintenance of FCYPAA website upon establishment.
- c. Duties include submitting ideas for updates and changes to be voted upon by the committee to ensure proper adherence to principles embedded in our Traditions.
- d. Ensures anonymity is protected on our website.

- e. Hold subcommittees as needed and turn in minutes to the Chair and Secretary two days prior to the next business meeting.
- f. Email report two days prior to the business meeting to Chair and Secretary.

30. CO-WEBSITE CHAIR

- a. Required 3-month sobriety.
- b. Acquire knowledge of how to carry out the Website Chair position.
- c. Will work closely with the Website Chair in creating and maintaining the website.
- d. When the Website Chair is absent or unavailable, Co-Website Chair is automatically designated to all website responsibilities.
- e. Shall automatically assume chair position if left vacant.

31. UNITY CHAIR

- a. Required 3-month sobriety.
- b. Responsible for the planning and execution of at least one Committee unity Event per month outside of the business meeting. These activities can be anything
- c. that brings members closer together and enhances the spiritual atmosphere and sense of community within our committee.
- d. Responsible for organizing a fun activity after a committee meeting.
- e. Does their best to ensure the unification of the bid.
- f. Keeps track of committee members' birthdays and sobriety days for celebrating.
- g. Hold sub-committees as needed and turn in minutes to the Chair and Secretary two days prior to the next business meeting.
- h. Email report two days prior to the business meeting to Chair and Secretary.

32. CO-UNITY CHAIR

- a. Required 30-day sobriety, can have multiple co-chairs.
- b. Acquire knowledge of how to carry out the Unity Chair position.
- c. Will work closely with the Unity Chair in hosting activities that promote unity within FCYPAA committee members.
- d. When Unity Chair is absent or unavailable, Co-Unity Chair is automatically designated to coordinate activities.
- e. Shall automatically assume chair position if left vacant.

33. TRIANGLE CLUB LIAISON

- a. Required 3-month sobriety.
- b. Connect with Triangle Club board and members to continue working relationships with FCYPAA.
- c. Facilitate communication between committee and Triangle Club and FCYPAA committee.
- d. Work with Events Chair to coordinate Triangle Club use.
- e. Email report two days prior to the business meeting to Chair and Secretary.

34. INTERGROUP REPRESENTATIVE

- a. Required 3-month sobriety.
- b. Act as liaison between District Intergroup and The 352 Bid, to build and improve a working relationship.
- c. Attend monthly District Intergroup meetings and write a report to bring back to 352 Bid business meetings.

- d. Inform District Intergroup of what The 352 Bid is as a committee, what we do, and upcoming events.
- e. Seek out additional general service opportunities for the bid to participate in.
- f. Submit events to local POST and aagainesville.org event calender.
- g. Email report two days prior to the business meeting to Chair and Secretary.

35. CO-INTERGROUP REPRESENTATIVE

- a. Required 3-month sobriety.
- b. Acquires knowledge of how to carry out the District Representative Chair position.
- c. Shall work closely with the District Representative Chair.
- d. In the absence of the District Representative Chair, shall accept the duties of the District Representative Chair.
- e. Shall assume chair position if left vacant.

36. SERENITY CHAIR

- a. Required 30-day sobriety.
- b. To remind FCYPAA members of the primary element of our service work.
- c. Responsible for opening meetings with the Serenity Prayer and closing meetings with the Responsibility Statement.
- d. If personalities start to precede principles, has full authority to stop committee meetings for prayer.

37. ACCESSIBILITIES CHAIR

- a. Required 30-day sobriety.
- b. Responsible for assisting AA members with any special accommodation at FCYPAA meetings and events.
- c. Acquire any assistance equipment needed.
- d. Hold sub-committees as needed and turn in minutes to the Chair and Secretary two days prior to the next business meeting.
- e. Email report two days prior to the business meeting to Chair and Secretary.

38. COMMUNICATIONS CHAIR

- a. Required 30-day sobriety.
- b. Shall distribute all “mass text” to committee members related to FCYPAA events, subcommittee meetings, outreach events, unity events, business meetings and all FCYPAA related messages using the agreed-upon communications channel.
- c. The Chair position may not be used to distribute anything but AA-related texts in the spirit of the traditions.
- d. Network to build communication and working relationships between General Service and FCYPAA.
- e. Submit 352 Bid events to FCYPAA Event Calendar on fcypaa.net website.
- f. Email report two days prior to the business meeting to Chair and Secretary.

39. HOSPITALITY/COFFEE CHAIR

- a. Required 30-day sobriety.
- b. Make arrangements and suggestions for FCYPAA events regarding refreshments. Including but not limited to soft drinks, bottled water, coffee, cookies, cake, and entrees when needed.
- c. Responsibilities include procuring silverware, cups, plates, bowls, etc.
- d. Purchases beverages and snacks for committee meetings.
- e. Rotating budget of \$25.

- f. Will submit receipts or budget to the Treasurer prior to the event.

40. CO-HOSPITALITY/COFFEE CHAIR:

- a. Required 1-day sobriety.
- b. Acquires knowledge of how to carry out chair position.
- c. Will work closely with the Hospitality Chair in assessing and procuring materials needed.
- d. When the Hospitality Chair is absent or not available, co-chair is designated to coordinate procuring supplies in a timely and fiscally responsible manner.
- e. Shall automatically assume chair position if left vacant.

ELECTIONS

1. FREQUENCY OF ELECTIONS

- a. Annual elections for FCYPAA committee positions shall be conducted during the first regularly scheduled business meeting following the FCYPAA conference.
- b. No officer shall serve more than 1 consecutive term in the same position.
- c. Nominations for available positions will be taken into account and voted on at every business meeting. The nominee must be an alcoholic and have attended at least two consecutive FCYPAA business or subcommittee meetings.

2. ROTATING LEADERSHIP

- a. In the interest of having available positions for newer members and preserving the integrity of the group conscience, committee members may not hold more than one primary committee position (subcommittee positions excluded). Upon a group conscience vote, this may be waived to allow two primary positions in special circumstances. A maximum of two total positions may be held by an individual. Observing the spirit of rotations, committee members may not serve two full, consecutive terms in the same positions.

3. PROCEDURAL GUIDELINES

- a. 352 FCYPAA Bid shall follow the 12 Traditions and the 12 Concepts for World Service.
- b. FCYPAA committee position elections shall be conducted using the Third Legacy Procedure as outlined in the AA Service Manual.
- c. 352 FCYPAA Bid members shall not take any actions individually or collectively without the consent of the 352 FCYPAA Bid on behalf of 352 FCYPAA Bid. Funds spent in the spirit of the 352 FCYPAA Bid for FCYPAA events, cohosted events, merchandise, or hospitalities, must be approved by the group, and if approved by the group, funds shall be disbursed or reimbursed to committee members.
- d. All 352 FCYPAA Bid financial transactions shall be made through its bank account. All disbursements and reimbursements will be made by the Treasurer. vi. Only members who are bank account signees will have access to bank account and other financial accounts. Sharing this information is strictly prohibited.
- e. All financial handling must be completed or supervised by the following committee members: Treasurer, Co-Treasurer, Chair, Co-Chair, Secretary, Current Practices, Hotel Chair, or Safety Chair; Unless otherwise delegated by group conscious vote.
- f. Two committee members at every event must count and sign off on the monies collected before handing it over to the Treasurer.

- g. FCYPAA shall maintain a PO Box for all correspondence. The Treasurer shall ensure all the fees are paid on the post office box. All correspondence shall be collected by the Secretary.
- h. The post office box, bank accounts, and the 352 FCYPAA Bid material should not be used for anything other than 352 FCYPAA Bid business.
- i. Any amendments, deletions, or additions to the Bylaws shall be discussed in new business and voted upon by a 2/3rds majority vote by members present
- j. When a vote cannot be called, the chairperson has the right of decision in the spirit of FCYPAA and the AA Service Manual.
- k. Every 352 FCYPAA Bid Event must involve an AA meeting.
- l. No subcommittees underneath 352 FCYPAA Bid may make any Bylaws changes autonomously and must maintain adherence to the Tradition that groups are autonomous except when affecting the group, 352 FCYPAA Bid, as a whole.
- m. All business meetings, including subcommittee meetings, must schedule meetings 7 to 10 days in advance of the meeting date and time. No changes to date and time can be made if not prior to 7 to 10 days in advance.
- n. Committee members, including Chair and Co-Chair, may not demand or request the completion of tasks by another committee member. All decisions regarding what tasks are to be completed must be agreed upon in a business meeting, subcommittee meeting, or posted in the agreed-upon communications channel. All other tasks are only to be completed at the complete discretion of the individual.

MEETING PROCEDURES

- 1. Agenda shall follow this format:
 - a. Meeting Opening/Attendance
 - b. Approval of Minutes
 - c. Committee Reports
 - d. Old Business
 - e. New Business
 - f. Open Positions Recognized and Filled
 - g. 7th Tradition
 - h. Announcements From the Floor
 - i. Next Scheduled Meeting Set-Up in Advance
 - j. Closing Prayer

SUBCOMMITTEE GUIDELINES

- 1. Subcommittees shall follow the agenda format listed above. As well as these guidelines:
 - a. Subcommittees meet following the meeting format and a written agenda provided by the chair of the subcommittee at the minimum one time per month and does not conflict with regular scheduled business meetings. Written agendas are essential to meeting effectively and efficiently.
 - b. Must record minutes of meeting for Archives. Either appoint a secretary or record your own minutes.
 - c. Meetings cannot be conducted in a public place. Must have prior authorization from meeting place to hold meeting on time and date.

- d. Written reports are brought to the Secretary at every business meeting for Archives. 7th Tradition collections are brought to every business meeting given to the Treasurer.

SAFETY SUBCOMMITTEE:

1. Safety Chair is the de facto chair.
2. Members include: Safety Chair, Chair, Co-Chair, Secretary, Treasurer, Current Practices, Hotel Chair.
3. Once a violation report is received, the Safety Chair will follow the steps outlined in our safety policy, and hold a safety subcommittee meeting at the earliest possible opportunity. There must be a quorum of at least 2/3 safety subcommittee members. If there is no safety chair or the safety chair is unavailable to attend to the violation report, the Chair of the 352 Committee will act in their stead.
4. Safety Subcommittee meetings will be closed door meetings, due to the sensitive nature and need for expedient action. After the meeting, they will submit an unscrubbed copy of the minutes to the FCYPAA Advisory Council. The safety chair will include a report with the information outlined in the safety policy under the “disclosure” section in their report at the next business meeting.

MINUTES

1. The Secretary shall prepare minutes for each meeting, noting old business, motions, actions and other important items.
2. Copies of minutes are to be made available to every FCYPAA member at each meeting and upon request from any AA member.
3. Minutes are to be read, corrected as needed, and approved by majority vote. Minority rights do not apply to this procedure.
4. The Chairperson shall conduct the meeting in such a manner as to allow the Secretary to take the most accurate notes possible. The group will honor all requests for clarification from the Secretary.

REPORTS

1. All reports shall be concise and well-prepared.
2. All reports shall be provided in writing to the Secretary two days prior to the business meeting.
3. Chair persons of any investment project of the Committee must provide written monthly reports.

MOTIONS

1. Any member, except the Chair, may make a motion by station, “I make a motion.”
2. Motions must be seconded, discussed, and voted upon.
3. Automatically following the vote, minority opinion is voiced.
4. If one of the majority wishes to reconsider, a second vote must be taken.
5. Motions may be withdrawn or amended by the member making the motion anytime prior to the vote, provided the member who seconded agrees.
6. In discussion of the motions, the member making the motion has the right to speak first and last on that motion.

7. The Chair will always ask for further discussion before giving the floor to the member who made the motion to speak last.
8. If a second vote needs to be taken due to minority opinion, minority rights no longer apply.
9. Simple majority (50/50) is required to pass a motion, unless the motion pertains to amendments, deletions, or additions to the Bylaws.
10. In the case of amendments, deletions, or addition to the Bylaws, a 2/3rd majority vote by members present is required to pass the motion (as stated in "PROCEDURAL GUIDELINES" section- line "i.").
11. If any vote does not show substantial unanimity, the Chair has the right to entertain tabling the motion.
12. If the motion is tabled, it will be the priority in "Old Business" at the next regularly scheduled business meeting.

DISCUSSION OF MOTIONS

1. Listening

- a) Questions shall only be asked at the conclusion of any speaker's remarks.
- b) The only member who may interrupt a speaker is the Chair.
- c) The Chair may only interrupt a speaker for these reasons:
 - Speaking off topic.
 - Speaking too long.
 - Repeating the previous points at length.

2. Talking

- a. Any member may make a procedural motion at any appropriate break in discussion.
- b. The Chair will open discussion by asking, "Is there any discussion?"
- c. The member making the motion has the right to speak first and last on that motion.
- d. The Chair will call on members or guests who raise their hands to speak.
- e. The Chair will always ask for further discussion before giving the floor back to the member who made the motion.
- f. If at any time the Chair decides the discussion has escalated beyond his/her ability to keep track of raised hands, the Co-Chair will keep a list of all the people wishing to speak and follow the list until the Chair can keep track again.
- g. Patience, Tolerance, Understanding, and Love are the "watchwords" so discussions shall be concise, courteous, and dignified.
- h. At the conclusion of the discussion, the Chair will ask the Secretary to repeat the motion on the table and a vote will be taken.

3. Voting

- a. Any alcoholic who attends a 352 Bid business meeting has one vote per motion.
- b. The Chair of 352 Bid Committee can only vote to break ties.
- c. The Chair may not make motions.
- d. All officers must vote.

- e. Abstention voting is permitted.
- f. All decisions must be reached by a discussion with an informed group conscience and possible, substantial unanimity.
- g. Automatically following a vote, minority opinions can be voiced.
- h. If one of the majority wishes to reconsider his or her position after minority opinions have been voiced, a second vote must be taken.

POLICY FOR HANDLING HARASSMENT AND DISCRIMINATION

NON-DISCRIMINATION POLICY

FCYPAA Inc. expressly prohibits any form of discrimination by or against any elected members, members at large, attendees of events, and all participants in FCYPAA Inc. operated or moderated websites, internet forums, or social media pages, based on age, race, color, religion, sex, national origin, native language, creed, disability, veteran's status, financial/education status, sexual orientation, gender, gender identity or gender expression. **Discrimination** is adverse treatment of any individual based on their said protected attribute, rather than on the basis of their individual merit.

ANTI-HARASSMENT POLICY

FCYPAA Inc. expressly prohibits any form of harassment or sexual harassment by or against any elected members, members at large, attendees of events, and all participants in FCYPAA Inc. operated or moderated websites, Internet forums or social media pages. **Harassment** is unwelcome or unwanted conduct, whether verbal, physical, or visual, toward an individual when the conduct creates an intimidating, hostile, or offensive environment.

Sexual harassment is conduct by any person, whether of the same sex or different sex, which makes or subjects any person to unwelcome sexual advances, unwelcome requests for sexual favors, or engages in any other unwelcome verbal or physical conduct of a sexual nature, where (1) submission to or rejection of such conduct by an individual is used as the basis for decisions affecting that individual, or (2) such conduct has the purpose or effect of unreasonably interfering with an individual's experience by creating an intimidating, hostile, or offensive environment.

Determining what constitutes sexual harassment depends upon the specific facts and the context in which the conduct occurs. Sexual harassment may take many forms both subtle and indirect, or blatant and overt. For example:

- It may be conducted toward an individual of a different sex or the same sex.
- It may occur between peers or between individuals in a superior-subordinate relationship.
- It may be aimed at coercing an individual to participate in an unwanted sexual relationship.
- It may consist of repeated actions or may arise from only a single incident if sufficiently serious.

For example, any of these examples may constitute sexual harassment depending on the circumstances, and whether or not such conduct is perceived to be offensive by the person to whom it is directed or in whose presence it occurs:

1. offensive sex-oriented verbal kidding, teasing or jokes;
2. repeated unwanted sexual flirtations, advances or propositions;

3. continued or repeated verbal abuse of a sexual nature;
4. graphic or degrading comments about a person's appearance or sexual activity;
5. offensive visual conduct, including leering, making sexual gestures, the display of offensive sexually suggestive objects or pictures, videos cartoons, or posters;
6. unwelcome pressure for sexual activity;
7. suggestive or obscene letters, notes or invitations; or
8. unwanted physical contact such as patting, grabbing, pinching, or brushing against another's body.

****If you believe the law has been violated, you should always call the proper authorities****

No individual will be subject to, and it is FCYPAA's policy to strictly prohibit, any form of discipline or retaliation for reporting incidents of discrimination, harassment, or sexual harassment.

Intentionally providing false information, however, is also grounds for investigation by the 352 Committee.

When the 352 Committee receives notice that our policy may have been violated the following steps will be taken. In the event the party or parties request action be taken, steps 3 through 7 must be completed no matter the circumstances.

1. When someone reports a safety issue to the 352 Committee, the Safety Chair will ask if they are looking for advice or looking for the 352 Committee to take action to resolve the issue
2. If they are just looking for advice, the Safety Chair will respond, verbal or written, sharing their experience, strength, and hope around the issue and provide any relevant resources and information.
3. If they are looking for the 352 Committee to take action, the Safety Chair will explain our procedure to the person issuing the complaint, and have the person submitting the complaint submit a written report of what happened including as much detail as possible.
4. The Safety Chair will reach out to the other parties involved, including the person the complaint is against, and any other relevant parties like witnesses to misconduct, and everyone involved will be given a chance to submit a written statement explaining what happened from their perspective. All parties must be treated fairly and given equal consideration. The 352 Committee will strive to protect the privacy of all parties involved to the fullest extent possible.
5. Once everyone has had a fair chance to submit a written statement, the Safety Subcommittee will meet, discuss reports, and will vote by 2/3rd majority whether it has been proven that our safety policy has been violated. Members who have close personal ties to any party involved should recuse themselves from participating. The 352 Committee Chair and Safety chair may choose another 352 Committee member to stand in if necessary. If the safety committee votes that the policy has been violated, they will decide on the appropriate corrective action.

6. The Safety Chair will reach out to all parties involved and inform them of the Safety Committee's decision, keeping in mind the privacy of everyone involved.

Throughout this process, Safety Subcommittee members will conduct themselves with impartiality, compassion, and an adherence to AA's principles and traditions.

Before voting on whether this policy has been violated, Safety Subcommittee members will consider the following: Is the information presented from direct accounts or hearsay? Did the potential violation happen between members of FCYPAA? Did the violation occur in part or in whole at a 352 Committee event? Have both parties been given equal consideration throughout the process? Have the parties involved made efforts to solve the issue between themselves, considering if that would cause any additional safety concerns?

CORRECTIVE ACTION

When the Safety Subcommittee votes by 2/3rd majority that a violation of this Policy has occurred, they will take corrective action they deem appropriate. These actions are not punitive, and should only be taken to help maintain all FCYPAA members safety, maintain the common welfare of the group, and insure the group can continue to practice its primary purpose.

Corrective action may include, but is not limited to: a warning against similar future behavior, termination of elected position, suspension from the 352 Committee, permanent banning from serving on the 352 Committee, temporary suspension or permanent prohibition from attending future 352 Committee events, conferences, meetings, and/or participation in 352 Committee. operated or 352 Committee moderated websites, internet forums, or social media groups, including the Gainesville YPAA Page.

The 352 Committee has no authority to revoke anyone's AA membership nor to bar anyone from any AA meeting, event, or activity except for those hosted by the 352 Committee.

DISCLOSURE

When the 352 Safety Subcommittee holds a safety meeting in regards to a potential violation of this policy, the Safety Chair should include a report on the next business meeting minutes containing the following information:

- what time and date the 352 Committee received an initial complaint,
- when the Safety Subcommittee met,
- whether it was found that the policy had been violated. The report will

NOT include:

- the names of those involved in the complaint,
- the nature or content of the complaint,
- or what corrective action, if any, was taken.

This information is omitted due to its highly sensitive nature and the potential for retaliation for all parties involved.

In extreme circumstances, only the following information may be disclosed to the entire 352 Committee:

- The name of the individual who committed the violation; and
- The corrective action taken.

Such disclosure may occur only when necessary to prevent additional safety risks resulting from a lack of awareness. Disclosure must be approved by the Safety Subcommittee during a safety violation meeting through a motion passed by a 2/3 majority vote.

For continuity, upon disbandment of the current year's 352 Committee, all records of confirmed violations, supporting documentation and corrective actions taken, must be transferred to the succeeding 352 Committee. All records will remain in the Safety email:

352safety@gmail.com

****If you believe the law has been violated, you should always call the proper authorities****

SAFETY COMMUNICATIONS

The Safety Chair may request other Safety Subcommittee Members assist, accompany or stand in for them, for any reason. Some examples could be:

- Another member has more experience, strength, and hope regarding a specific issue.
- It may be more appropriate for a person of the same gender to be the point of communication.
- The safety chair themselves is uncomfortable with the person(s) or situation.

Written communications must be through our safety email only:

352safety@gmail.com . This is to maintain a secure and consistent point of contact.

Only the Safety Chair will gain access to this email. In the event of any access changes, security must be updated for that individual.

APPENDIX

1. In the event a situation or condition is not covered here, the Chair or any other member may suggest a method of proceeding that shall be temporarily adopted for that specific meeting upon acceptance by a majority of the members present.
2. The Chair of the meeting is responsible for being a guiding hand in implementing these guidelines for procedure.
3. Should a participant persist on 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?"
4. If the discussion continues, the Chair should declare the meeting adjourned.
5. The 12 Steps, 12 Traditions, and 12 Concepts of World Service precedes all procedures covered here.
6. It is not the intention of 352 Bid Committee for FCYPAA to violate any Traditions or AA principles.