

**Desert Cities People in A. A.**  
**DCYPAA**  
**BY-LAWS**  
**(revised 9/8/2009)**

**Preamble**

DCYPAA is a service committee within Alcoholics Anonymous that seeks to carry the message of A.A. to the young and young at heart. We represent the Coachella Valley and Surrounding Desert Areas. Our members are involved in and committed to Twelfth Step work, Hospital and Institution work, Public Information, General Service, and every other facet of AA Service. We start young people's A.A. meetings where needed, and support existing young people's A.A. meetings. DCYPAA hosts various sober functions, such as dances, marathon meetings, etc. Our hope is that newcomers will find a new way of life through meeting other young alcoholics, hearing the message of recovery, and realizing that sobriety can be fun. Newcomers are shown by people their own age that using AA principles in their daily lives and getting involved in AA Service can lead to a lasting and comfortable sobriety.

DCYPAA was formed in May of 2008 by a group of young people in A.A. that wanted to be of service by reaching out to other young alcoholics. We are organized under the 5<sup>th</sup> and 9<sup>th</sup> Traditions of Alcoholics Anonymous. DCYPAA adheres to certain principles of A.A., the 12 Traditions of A.A., and the 12 Concepts for World Service. DCYPAA is in no way separate from Alcoholics Anonymous as a whole. It is an addition to the existing services of Alcoholics Anonymous.

DCYPAA meets at 41750 Rancho Las Palmas Building F. Rancho Mirage California, 92270

**Article I**

**Committee Guidelines**

1. Only sober members of A.A. may qualify to be members of DCYPAA.
2. DCYPAA is a committee with a primary purpose to stay sober and to help others achieve sobriety.
3. DCYPAA shall adhere to the Twelve Traditions and Twelve Concepts of A. A.
4. DCYPAA by-laws are considered guidelines regarding conduct, rules and regulations, DCYPAA meetings, events and all other endeavors.
5. The Executive Committee shall consist of the Chair, Secretary, Treasurer, By – Laws and their Co-Chairs.
6. The Committee Chair Positions shall consist of Outreach, Events, H&I, Internet, Graphics, Hotel, Security and all other chair positions, according to need and a 2/3 majority vote.
7. Only DCYPAA committee members may serve on the Executive Committee or Committee Chair Positions.
8. No compensation will be paid to any member of DCYPAA for services as a member of the committee.

**ARTICLE II**

**Committee Meetings**

1. The committee shall meet a minimum of twice a month. Dates and time are to be set by the committee.
2. Emergency meetings and special meetings are to be presented to the committee if necessary.

**Reports**

1. All reports will be concise and well prepared.
2. No member may interrupt a report except for clarification only.
3. No motion may be made during committee reports.
4. Minutes and records must be seconded and passed by simple majority.

## **Motions**

1. All motions must appear in the Minutes
2. Any member may make a motion excluding the Chair. Chair may entertain motions.
3. Motions will be carried out as follows:
  - a. One motion is made at a time.
  - b. A motion must be seconded.
  - c. A motion is open for discussion. Speakers are limited to 2 minutes and may not speak a second time on the same topic.
  - d. The motion is restated.
  - e. Call for a vote.
  - f. Motion is decided.
  - g. Minority opinion may be voiced.
  - h. Call for change in vote based on minority opinion.
  - i. If no change by majority, motion stands.
  - j. If changed by majority, repeat steps d through f.
  - k. Anytime before the vote, the person presenting the motion, with the agreement of the seconding party may withdraw the motion.
  - l. Motions can be tabled at any time.
  - m. If a revised motion is made, follow b through f. Motions result will then be considered final.

## **Table an Item**

1. Must be seconded and passed by simple majority.
2. Minority rights apply.
3. These motions must appear in the minutes.

## **Rules of Discussion**

1. All discussion requires listening; consideration to the speaker shall be given.
2. Questions shall be only asked at the conclusion of any speaker remarks.
3. The only member who may interrupt a speaker is the Chair.
4. The Chair may interrupt the speaker for the following reasons:
  - a. Speaking off the topic
  - b. Speaking too long
  - c. Repeating a previous point a length
5. Any member may make all procedural motions at any appropriate break in the discussion.

## **Voting**

1. Only DCYPAA member's votes will be recognized.
2. Voting shall be by a show of hands and simple majority except when:
  - a. Voting in new committee members.
  - b. Changes in By-laws.
  - c. Third legacy procedure.

## **Attendance**

1. Absences must be reported to the Executive Committee.
2. Failure to attend three consecutive committees meetings or events with no prior notification, or consumption of alcohol, shall be brought under review by the Executive Committee.
3. Failure to attend any DCYPAA events without prior notification is considered an absence.

4. At least one member of the Executive Committee is to be present at all sub-committee meetings.

## **Review**

1. Members can be brought under review by the Executive Committee for the following
  - a. Attendance.
  - b. Performance.
2. One attempt shall be made to contact the member before their review.
3. All members have the right to participate and vote, However the member being brought under review shall only be given the right to participate.
4. A 2/3-majority vote is needed to pass the following motions.
  - a. Relieving a member of their duties.
  - b. To assign a probationary period of 2 business meetings.
5. No disciplinary actions shall be taken against any member without a review.

## **Article III**

### **Description of Duties**

#### Committee Member

Any sober member of A. A. can become a member of DCYPAA after attending three consecutive meetings. They can serve the committee as a whole or on sub-committees, however, must abide by DCYPAA by-laws.

### **EXECUTIVE COMMITTEE POSITIONS**

#### CHAIRPERSON

Oversees all committee operations; upholds the 12 Traditions and 12 Concepts of A.A. service. Is responsible for organizing and leading committee meetings. Prepares agenda for meetings and is responsible for calling emergency and sub-committee meetings. *Suggested sobriety is 2 years with service experience.*

#### CO-CHAIRPERSON

Shall accept and perform the full duties of the Chairperson in his/her absence. Will assist and carry out tasks for the Chairperson. *Suggested sobriety is 2 years with service experience.*

#### TREASURER

Coordinate all monetary functions. Keep and maintain financial records of all committee transactions (subject to inspection at any time). Pay fees for P.O. Box, rent for meeting-space, cover incidental costs, and collect seventh tradition. *Suggested sobriety is 2 years with a job, bank account, and established residence.*

#### SECRETARY

Shall be responsible for note taking in the form of minutes. Maintain and update a current phone list of all current committee members. Provides copies of the minutes/phone list upon request. *Suggested sobriety is one year*

## BYLAWS

Shall possess a working knowledge of the 12 Traditions and 12 Concepts of AA. Is responsible for creating, upholding and revising the committee's by-laws. Shall present any creation or revision of by-laws before the committee. *Suggested 12 x 12, 12 Concepts of A. A. World Service.*

## COMMITTEE CHAIR POSITIONS

### EVENTS

Shall be responsible for all fundraising activities. Prepare and submit budgets to be voted on by the committee for each event. Shall host the meeting before each event. *Suggested sobriety is two years..*

### OUTREACH

Shall distribute all committee flyers. Be willing to travel and make announcements of committee events. Is responsible for posting online messages concerning committee events. *Suggested 1-year sobriety, outgoing personality, Internet access and a car.*

### IN-REACH

Is responsible for outreaching in our own area. Is responsible for organizing delegates in our area to better outreach to young A.A.'s in our Area. *Suggested 1-year sobriety, outgoing personality, Internet access and a car.*

### GRAPHICS/INTERNET

Is responsible for designing, copying, and supplying flyers for Outreach. Is to coordinate with events chair for flyer production. Shall have a working knowledge of HTML and the Internet. Access to the committee's web site. Update web site with events and other information at least once a month. Must have a computer with Internet access. *Suggested sobriety is 1-year and a background in computer graphics.*

### HOTEL

Is responsible for obtaining proposals from at least two meeting facilities (usually hotels), including dates, showing availability of banquet and speaking rooms in the facilities, and proof that the facilities do not require a commitment. Beverage, banquet, and lodging price estimates are to be included in the proposal. *Suggested sobriety is one year.*

### AREA 5 GENERAL SERVICE LIAISON

Shall act as our representative at the Area Assemblies. Obtain letters of support from the Area and local Districts. Shall report all Area and District events to the committee. Must be willing to travel. *Suggested sobriety is 2 years and knowledge of the 12 traditions and 12 concepts.*

### ALTERNATE AREA 5 GENERAL SERVICE LIAISON

Shall act as our Alternate Representative at the Area Assemblies. Shall accept and perform the full duties of the Area 5 G.S.L. in his/her absence. Will assist and carry out tasks for the Area 5 G.S.L.. *Suggested sobriety is 2 years and knowledge of the 12 traditions and 12 concepts.*

### AREA 9 GENERAL SERVICE LIAISON

Shall act as our representative at the Area Assemblies. Obtain letters of support from the Area and local Districts. Shall report all Area and District events to the committee. Must be willing to travel. *Suggested sobriety is 2 years and knowledge of the 12 traditions and 12*

*Concepts.*

ALTERNATE AREA 9 GENERAL SERVICE LIAISON

Shall act as our Alternate Representative at the Area Assemblies. Shall accept and perform the full duties of the Area 9 G.S.L. in his/her absence. Will assist and carry out tasks for the Area 9 G.S.L.. *Suggested sobriety is 2 years and knowledge of the 12 traditions and 12 concepts.*

H&I REPRESENTATIVE

Shall be the liaison for the local Hospitals and Institutions committee. Will attend all H&I committee meetings. *Suggested sobriety is one year.*

ARCHIVIST

Is responsible for keeping records for all past events, including flyers pictures, and other various keepsakes. *Suggested sobriety one year.*

SECURITY

Is responsible for organizing a security team for each event or when requested. Shall submit a proposal for licensed uniformed professional security coverage at a round-up site.

CLEAN-UP/ ROOM FACILITATOR

Is responsible for setting up and tearing down committee meetings. Is in charge of Organizing a crew to clean up after events.

UNITY CHAIR

Is responsible for hosting activities and meetings to promote unity amongst the committee members.

PHONE SHIFT COORRDINATOR

Is responsible coordinating a phone slot through our local Central Office. Shall be responsible for finding someone to cover the phone slot. *Suggested sobriety shall match the requirements of Central Office.*

PRAYER CHAIR

Is responsible for opening and closing all committee meetings with a prayer. In the event that personalities start to precede principles, has full authority to stop committee meeting for prayer. *Suggested sobriety 30 days.*

BID PACKAGE COORDINATOR

Is responsible for over seeing and coordinating of the bid package. Shall be responsible for

The following Co-Chair positions shall follow their perspective requirements and shall perform all duties deemed necessary by their Chair. In the event of an emergency they shall take the place of the Chair of said position:

CO-SECRETARY  
BYLAWS CO-CHAIR  
EVENTS CO-CHAIR  
OUTREACH CO-CHAIR  
GRAPHICS CO-CHAIR  
HOTELS CO-CHAIR  
In-Reach Co-Chair