

BALTYPAA Advisory Board By-Laws

29.10.2019

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1. Preamble

We, the members of the BALTYPAA region, have formed for the purpose of establishing a rotating body of BALTYPAA Host Committee members and appointed committee members who shall act as guardians of the convention integrity and experience. The BALTYPAA Advisory Board is a service body, which is directly responsible to all AA members who wish to participate in anything having to do with BALTYPAA.

In all its proceedings, the BALTYPAA Advisory Board shall observe the spirit of the A.A. Traditions and Concepts as they apply to the welfare of the convention, taking great care that the convention never becomes the seat of perilous wealth or power; that sufficient operating funds, plus an ample reserve, be its prudent financial principle; that none of the Advisory Board members shall ever be placed in a position of unqualified authority over any of the others; that all important decisions be reached by discussion, vote, and, whenever possible, by substantial unanimity.

No Advisory Board action should be personally punitive or an incitement to public controversy. Although the Advisory Board may act for the service of BALTYPAA, it shall never perform any acts of government. Like the society of Alcoholics Anonymous, which it serves, the Advisory Board itself will always remain democratic in thought and action. As such, it will make itself available to answer questions from any AA member who wishes. It will do its utmost to act in a cooperative spirit with areas in the BALTYPAA region.

1.2 The Advisory Board places itself at the disposal of the current Host Committee, and all next Committees, to offer any assistance in terms of scheduling, planning and financial welfare of the Convention, which is within its power to provide.

1.3 The Advisory Board will also do its utmost to reflect AA's 12 Concepts in its dealings, with emphasis on Concepts I, III, V, X as they relate to BALTYPAA:

-Concept I: Final responsibility and ultimate authority for (BALTYPAA) should always reside in the collective conscience of our whole Fellowship.

-Concept III: To ensure effective leadership, we should endow each element of

A.A. — (Board members of BALTYPAA) — with a traditional “Right of Decision.”

-Concept V: Throughout our structure, a traditional “Right of Appeal” ought to prevail, so that minority opinion will be heard, and personal grievances receive careful consideration.

-Concept X: Every service responsibility should be matched by an equal service authority with the scope of such authority well defined.

We recognize that not all AA members will find our convention necessary to their recovery from alcoholism. We aim only to serve those who desire our assistance.

2. Scope of Convention

In keeping with a desire to best serve the Baltic states region, the scope of the convention shall encompass the outlined: Estonia, Latvia and Lithuania.

2.1. Primary Language.

The primary language of BALTYPAA and its bylaws will be English. The main meetings are to be held in English, and English should be the dominant language of each BALTYPAA. Any meetings not held in English must be noted in the program schedule.

2.2. Dates

BALTYPAA shall always happen on Halloween weekend, or one week prior or after Halloween. If the current Host Committee cannot adhere to this, the question should be discussed and decided with the Advisory Board.

3. Structure of the Advisory Board

3.1. Host Committee Elections to Advisory Board. Each Host Committee shall elect through “Third Legacy Procedure,” as set forth in the AA Service Manual, three of its members to serve for a term of four years (including the Host Committee’s own convention and the four following conventions) on the Advisory Board. Elections for Advisory Board Members should be held two to three weeks before the convention. Members may also be chosen by the host area at a later time if no suitable candidates are available. Advisory Board members will begin their term of service upon joining the Advisory Board.

3.2. Qualifications. A candidate for service on the Advisory Board must be a member of Alcoholics Anonymous; have reached his or her eighteenth birthday; and have a preferred minimum of two years of continuous sobriety.

3.3. Participation in Board Matters. The incoming Advisory Board members will not be required to assume an active role on the Advisory Board until after their Host Committee has concluded the convention. However, they are encouraged to participate in Advisory Board meetings during their convention and will have a recognized vote. Participation in the selection of the next host country is contingent on being present for the entire deliberation session.

3.4. Alternate Advisory Board Members. Up to three members of the Host Committee shall also be chosen as alternate members of the Advisory Board. Alternates should be members of the prior members’ Host Committee, either by election of the Host Committee or appointment by the elected Advisory Board members from that Host Committee or prior geographic area, to serve on the Advisory Board in the place of a member who becomes unable to complete his or her term on the Advisory Board. A candidate for service as an alternate member of the Advisory Board shall have the same qualifications as set forth in section 3.2 above.

3.5. Addition of Appointed Advisory Board Members. If no suitable candidates are available from the prior host group/area, alternate advisory members may be identified by members of the prior host area. Candidates will meet with the requirements of section 3.2. They will also require a simple majority approval to join the Board. Voting consensus may be obtained at any time in order to safeguard the continuity of the board.

3.6. Resignation. Any member of the Advisory Board who does any of the following shall be considered as having resigned immediately from the Advisory Board:

- (a) Consumes alcohol.
- (b) Fails to attend two consecutive regular meetings of the Advisory Board without notice. This does not include emergency meetings.
- (c) The Board Chairperson may also excuse an absence with a 2/3 majority consensus from the board.

The spirit of this amendment is to offer more flexibility and to ensure the representation on the Board is maintained. The Board recognizes that occasional circumstances may arise that will not allow members to attend Board meetings. However, this amendment will not serve as a license for lack of accountability to our duties. All Board members are expected to be responsible and committed.

3.7. Removal. The Advisory Board shall have the power, by a two-thirds majority of its membership, to remove any member of the Advisory Board for some, any, or all of the following causes:

- (a) Theft, fraud, or other deliberate conduct damaging to the convention's financial interests or reputation.
- (b) Consistent or significant failure to act in the best interests of the convention.
- (c) Consistent or significant failure to act in accordance with the AA Twelve Traditions and Twelve Concepts for Service in matters affecting the convention.
- (d) Consistent failure to fulfill his or her elected duties as a member of the Advisory Board.

In acting under this section, the Advisory Board shall keep in mind the AA principle of refraining from taking personally punitive action toward any member but shall remain mindful of the Advisory Board's role as a service committee and as custodians of the welfare and experience of the convention.

3.8. Non-Host City Representation. The Advisory Board may seek non-host city representation on the board to aid in representation from more remote areas and/or provide desired experience for the good of the BALTYPAA region. Appointed advisors may also join the board from outside the BALTYPAA region if the board so deems it in the best welfare of the region. They may serve a full four-year term from their induction to the advisory Board. No more than three (3) non-host city members may serve on the board at any time.

4. Operating Officer Committee

4.1. Operating Committee - Composition and Elections. At the end of the operating committee member's term or upon resignation, an election will be held for the said position through "Third Legacy Procedure" (see AA service manual) for the following positions:

Operating Officers

1. **Chairperson** – Rolands B., Latvia
started 31.03.2020, in Riga, Latvia. BALTYPAA1 chairperson, elected in Riga
2. **Co-Chairperson**- Zane R., Latvia
started 31.03.2020, in Riga, Latvia. BALTYPAA1 program chair, elected in Riga
3. **Secretary** – Gunta B., Latvia
started 31.03.2020, in Riga, Latvia. BALTYPAA1 outreach chair, elected in Riga, Latvia

4. **Treasurer** - NAME AND COUNTRY
term started PLACE AND YEAR, 1st operating committee role, elected in PLACE, YEAR
5. **Technology Chairperson** - NAME AND COUNTRY
term started PLACE AND YEAR, 1st operating committee role, elected in PLACE, YEAR
6. **Outreach Chairperson** - NAME AND COUNTRY
term started PLACE AND YEAR, 1st operating committee role, elected in PLACE, YEAR
7. **ISMYPAA Liaison** - NAME AND COUNTRY
term started PLACE AND YEAR, 1st operating committee role, elected in PLACE, YEAR
8. **CER Liaison** – NAME AND COUNTRY
term started PLACE AND YEAR, 1st operating committee role, elected in PLACE, YEAR

General Members

9. **General Member** - NAME AND COUNTRY
elected in PLACE, YEAR
10. **General Member** - NAME AND COUNTRY
elected IN PLACE, YEAR
11. **General Member** - NAME AND COUNTRY
elected in PLACE, YEAR
12. **General Member** - NAME AND COUNTRY
elected in PLACE, YEAR
13. **General Member** – NAME AND COUNTRY
elected in PLACE, YEAR
14. **General Member** – NAME AND COUNTRY
elected in PLACE, YEAR
15. **General Member** – NAME AND COUNTRY
elected in PLACE, YEAR
16. **General Member** – NAME AND COUNTRY
elected in PLACE, YEAR

Non-Voting and Former Members

17. **Archivist** - NAME AND COUNTRY
term
18. **AI-Anon Liaison** – Alina M., Latvia
no board term, elected as AI-Anon Liaison in Riga, Latvia on 31.03.2020

4.2. Operating Officer Committee Terms

The Advisory Board may decide at any time to create other positions, which it deems necessary to have. Upon election, Operating Committee officers shall serve a term of two years. They may be re-elected to an additional Operating Committee term, not to exceed two terms or four years on the Operating Committee. Operating Committee officers shall not take actions, individually or collectively, on behalf of the Advisory Board or BALTYPAA without the consent of the entire Advisory Board.

4.3. Operating Officer Committee – Eligibility

It is strongly suggested that Advisory Board officers serve for at least one previous convention before making themselves eligible to serve on the Operating Committee. Any Advisory Board member is eligible to stand for an Operating Committee position. They may also stand for a position by proxy and with

simple majority approval by the Advisory Board. This only applies to candidates making themselves available via proxy.

4.3.1 Rotation Timeline – Eligibility

Incoming Board members will begin their term of service from when they join the BALTYPAA Board. The BALTYPAA Board realizes that incoming board members should be entitled to serve a full-term, if desired. With the usual attrition of board members, we feel this is a needed update to allow members of the board to continue their valuable service to the BALTYPAA Board and Convention. The time and location of incoming board members will be recorded by the Operating Committee Secretary for the purpose of future rotation. No individual person may serve as a BALTYPAA Board member for more than seven total years.

4.3.2 – Advisory Board Roles Available for 1 Extra Term - Technology Chairperson and Board Treasurer

Because the Technology Chairperson and Board Treasurer are such critical roles to the BALTYPAA Board and the convention, their terms may be extended by an additional 2 years in the event that another suitable candidate is not available on the BALTYPAA Board, and the person holding that role is willing to continue.

4.4. Extension of Advisory Board Service

Advisory Board Members shall be able to extend their stay on Advisory Board one time only by election to an Operating Committee position where they will serve an additional two years (with the objective not to exceed a total of four years on the Operating Committee). If a Board member is elected to a new Operating Committee role, they will be expected to finish their full two-year term in that role. This may cause an occasional 7th year of service on the BALTYPAA Board, allowing the elected committee member to fulfill their full term on the Operating Committee.

4.5. Chairperson. The Chairperson shall have the following duties and authority:

- (a) Arrange for and announce the agenda for all Advisory Board meetings only;
- (b) Conduct all Advisory Board meetings according to reasonable rules of order;
- (c) Affix his or her signature to all Advisory Board actions when required (Chairperson will inform Board of any such actions prior to any signature)
- (d) Review the annual site contract and work with annual convention Host country officer.

1. Prior to signature, Chairperson will review the annual site contract details with at least two (2) qualified individuals familiar with such contracts. These may be past Advisory Board members and/or other qualified members outside the committee. *This is to ensure the best possible site contract to protect the overall interests of the convention.*

2. Chairperson will inform all Advisory Board members of the site contract details and provide confirmation that the group & outside advisors have reviewed the contract prior to signature. It is also strongly encouraged to use the prior year's site contracts as reference in site considerations, where relevant.

(e) When required, act as liaison with any AA member who has a request of the Advisory Board. All communication will be shared with other members of the Advisory Board or at minimum the Advisory Board Co-Chairperson.

(f) Maintain regular correspondence with all Advisory Board members to ensure that all Advisory Board tasks are being attended to. Advisory Board Chairperson will provide a written report to the Operating Committee on outlined duties. This report will be expected on the following schedule.

-30 days after the convention

-30 days after any mid-year meeting

-60 days prior to start of convention

(g) Stand ready to assist in any tasks where help is requested and/or required;

(h) Keep the Co-Chairperson apprised of all Advisory Board activities

(i) For members filling vacancies outside of the annual convention event schedule, Chairperson will introduce & review mentioned duties no more than two (2) calendar weeks from their induction to the Advisory Board.

(j) Maintain regular contact with any board liaisons to ensure members are properly informed of their duties to the Advisory Board and any other concerns for the annual convention.

(k) Will partner with Co-Chairperson and/or other Advisory Board members regarding contact and information distribution to any GSOs within the BALTYPAA region and abroad.

(l) Chairperson shall work with host committee in aiding convention announcements for any local public media. As reflected in Tradition 11, any representative will not disclose their own or other AA members' full names. (*Note: Tradition 11: Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio, and films.*)

4.6. Co-Chairperson. The Co-Chairperson shall have the following duties and authority:

(a) Execute the full duties of the Chairperson in the event of the Chairperson's resignation or inability to act in the best interest of the convention.

(b) Carry out the various duties assigned by the Operating Committee as needed.

(c) Act as liaison between the Advisory Board and the AAWS and Grapevine, ensuring they are current on BALTYPAA.

(d) Work with technology and/or related board (or) host members to cross-reference & confirm accurate contact details as needed for emailing of annual event details to prior convention attendees.

(e) Remain fully apprised of all Advisory Board activities.

(f) Maintain, Update and Distribute the Host Committee details consisting of

- BALTYPAA Host Committee Positions

- Offers to host BALTYPAA

Work directly with Chairperson & Outreach Committee to ensure all information is up to date, assisting in providing the Advisory Board with updates as needed throughout the year and distributing information accordingly regarding:

1. Co-Chair will work in partnership with the Outreach Committee on the assignment of people to cover designated areas of the convention
2. Host Committee details see item (g); work with new host city leadership & group to ensure they are informed on all relevant items

(g) Work with technology chair to ensure on-line content is up to date throughout the year.

(h) After the conclusion of the annual convention, work with prior host committee contacts to obtain a final hotel report and whenever possible a favorable letter of reference from the hotel management. This data has proved very useful in bidding/invitation site considerations & negotiations.

(i) The Co-Chair shall work with the entire Advisory Board & Host committee in the collection and maintenance of a list of convention supporters in the BALTYPAA region. (i.e. people who are willing to be contacted by members of the Advisory Board and Host Committee for purposes of outreaching BALTYPAA)

4.7. Treasurer. The Treasurer shall have the following duties and authority:

(a) Keep sound and accurate financial records of all Advisory Board transactions.

(b) Give detailed financial reports and submit financial statements at Advisory Board meetings.

(c) Work with Advisory Board and Chairperson to provide electronic summary reports upon request.

- (d) Maintain copies of the convention's bank accounts, bank statements, deposit slips, checkbooks, and other financial documents & information. These may be subject to inspection by the Advisory Board at any time.
- (e) Whenever possible, account for all financial information concerning the Advisory Board's annual budget, regular expenses and any projected additional expenses.
- (g) Have in his or her possession at Advisory Board meetings all bank statements, deposit slips and check books, in order to be prepared to make deposits and disbursements at Advisory Board meetings. Maintain all accounts; accounting may subject to inspection at any time.
- (h) Make deposits and disbursements at Advisory Board meetings.
- (i) Act as one of the two authorized signatures on all bank accounts.
- (j) Bring signature documentation to all Advisory Board meetings where an election to the Operating Officer Committee will take place so that signatures can be readily updated.
- (k) Communicate with the Host Committee Treasurer regarding budgeting, financial planning, operating budget and/or other financial matters relating to the Host Committee & the convention.
- (l) Responsible for maintaining, reviewing and reporting BALTYPAA insurance requirements (when required by current Host city). Reporting on Advisory Board financial status (due no later than 30 days post-convention award).
- (m) Keep the Chairperson, Co-Chairperson and any member of the Advisory Board abreast of all treasury activity.
- (n) Will maintain & report that BALTYPAA continues to comply with legal and tax requirements for its registered status. Report & confirm the convention is in compliance with all applicable European laws while also operating in the spirit of the 12 traditions.
- (o) Will confirm Host city is in compliance with all applicable and appropriate laws in Host city region.
- (p) Treasurer shall not issue any Advisory Board credit/debit cards, electronic/paper checks or transfer monies without informing the entire Advisory Board of such actions.

4.8. Secretary. The Secretary shall have the following duties and authority:

- (a) Act as custodian of all Advisory Board materials.
- (b) Keep accurate minutes of all Advisory Board meetings and record all actions of the Advisory Board (*with the exception of site selection, for which only the results shall be recorded*), and distribute the minutes to all Advisory Board members within 45 days after each meeting (Note: 45 days is suggested to allow for other reports to be added that are due 30 days post-convention).
- (c) Furnish information from Advisory Board records when appropriate.
- (d) Answer and/or direct all correspondence promptly to the Advisory Board and report on any Advisory Board actions in updates of documentation and/or via electronic medium.
- (e) Bring copies of all business documents including agenda, minutes, bylaws, and Facts, Aims, and Purposes to each business meeting.
- (f) Furnish minutes of the Advisory Board meetings to all Advisory Board members in a timely Manner. Electronic copies may be sent via email or shared via document sharing mediums in coordination with the Technology Chair.
- (g) Ensure that Advisory Board letterhead is established for use by all Advisory Board members in any official Advisory Board correspondence.
- (h) Furnish copies of all correspondence to all Advisory Board members on all matters affecting the Advisory Board, BALTYPAA as a whole, or AA as a whole.
- (i) Work in conjunction with Mailing Chairperson or other designated members of the board to furnish the regional Alcoholics Anonymous General Service Offices with the current Advisory Board mailing list (including a list of the current Operating Committee) and the current convention registration form, if applicable.
- (j) Work with Host city on placing annual convention announcements in the AA Grapevine or related regional Grapevine-like publication.
- (k) Keep Advisory Board informed of any updates and/or requests for information from any GSO offices in the BALTYPAA region.

4.9. Technology Chairperson. The Technology Chairperson shall be responsible for the technical concerns of BALTYPAA, including but not limited to the website, social media presence, online transactions, shared online documentation or related technical concerns affiliated with BALTYPAA.

- (a) Responsible for the maintenance of the general BALTYPAA website. Will work directly with designated Advisory Board members and Host city members to ensure all website content is up to date.
- (b) No later than 5 days post-convention, update BALTYPAA website on the new host area inclusive of: *(introduction page for new host city, verbiage concerning forthcoming location / area, registration details and/or other updates as needed)*.
- (c) Will work with entire Advisory Board and Host city on the distribution of information for the convention and/or events to any social media forums that are specific to BALTYPAA.
- (d) Will work with the Host city on any language translation concerns for the web site.
- (e) Assist & advise Advisory Board & Host Treasurers on any online transaction functions; document all such processes for record and/or transfer to ongoing host groups.
- (f) Make sure BALTYPAA domains are in good standing, paid at least 2+ years in advance, and administrative contact information is current.
- (g) Create & maintain an outline of duties specific to this role and provide reports on this at the mid-year meeting and annual convention.
- (h) Act as an administrator for any social media arenas directly affiliated with BALTYPAA and take great care to allow open discussion while adhering to the traditions & concepts of AA. Especially *Tradition 10, Alcoholics Anonymous has no opinion on outside issues; hence the A.A. name ought never be drawn into public controversy.*
- (i) Responsible for maintenance & updating of any shared documentation services utilized by the board.
- (j) Upon conclusion of duties, exiting Technology Chairperson will provide a full knowledge-transfer of all concerns related to the duties of this position (both fulfilled & ongoing).

4.10. ISMYPAA Liaison. The ISMYPAA Liaison shall be responsible for representing BALTYPAA and the BALTYPAA region within the scope of ISMYPAA. The ISMYPAA Liaison shall have the following duties and authority:

- (a) attend ISMYPAA pre-planning and monthly planning meetings leading up to the annual service meeting
- (b) keep members of the BALTYPAA Advisory Board apprised of ISMYPAA activities
- (c) encourage participation of YPAA groups from the BALTYPAA region in ISMYPAA
- (d) outreach ISMYPAA within the BALTYPAA region
- (e) organize a workshop/panel (at host area's discretion) at the annual convention on a topic related to YPAA service

4.11 CER Liaison. *Detailed responsibility list being prepared.*

4.12. Outreach Committee Chairperson and Committee. The Outreach Committee term is 2 years and shall be composed of any 1-to-4 current Advisory Board members. This is a voluntary position on the Advisory Board. Appointed Outreach Committee members that are not on the BALTYPAA Board will be selected from the BALTYPAA community and will have no set duration in their term of service. The reason for no set term of service for the Appointed Outreach Committee members is so that the BALTYPAA Outreach Committee may have a pool of active volunteers from the BALTYPAA community. The 1-to-4 members of the BALTYPAA Advisory Board will share in the overall leadership of this Outreach Committee and are encouraged to form their own sub-committee for this purpose, if required.

- (a) The Advisory Board Outreach Committee will work in partnership with the Advisory Board Co-Chairperson as it relates to their common goals, current Host city for BALTYPAA and/or designated Host city Outreach Chairperson.
- (b) The Outreach Committee will act as primary points of contact for information regarding the annual BALTYPAA convention.

(c) The Outreach Committee will maintain regular correspondence with Advisory Board members to ensure their assigned territories are receiving current Host city information and other general details concerning BALTYPAA.

(d) The Outreach Committee is to assign territories to available Advisory Board members and/or fellow Appointed Outreach Committee members.

(e) Appointed Outreach Committee Members will be individuals who are willing to be contacted by members of the Advisory Board, Host Committee or fellow members of AA for purposes of outreaching the BALTYPAA convention. As a general guideline it is recommended that Appointed Outreach Committee members have a minimum of 6 months of continuous sobriety. There is no set outline of the number of members for this committee, however it is recommended to keep the actual number of members at a functional & manageable total. The ultimate objective is that the Outreach Committee have sufficient numbers to best serve the overall interests of the BALTYPAA community.

(f) Outreach Committee members may be recommended by other members of the BALTYPAA Advisory Board or the BALTYPAA community.

General responsibilities of Appointed Outreach Committee Members:

- Attend the annual BALTYPAA convention and give a brief report on their local area outreach and any potential invitation/host committees and provide any general updates regarding carrying the message of AA to fellow Young People in their areas. If the member is not able to attend, they may find another person to give their report, or they may submit a report electronically via written notation, audio or video.
- Announce the upcoming BALTYPAA convention at their local AA meetings & events and distribute convention flyers. Emphasize that the BALTYPAA convention is an AA event that carries the AA message.
- Receive & encourage any inquiries about hosting the BALTYPAA convention and provide information to the Advisory Outreach Committee members so they may assist in providing guidance and support to any possible Host areas.
- Receive any inquiries regarding the BALTYPAA convention and provide information requested to persons and/or areas. Also update the Outreach Committee members of current year's Host Committee, so they may assist and/or be kept abreast of outreach activity to avoid overlapping efforts.
- Compile & maintain a list of Young Peoples' AA meetings (or related) in their area/country and provide this to the BALTYPAA Technology Chairperson for inclusion on any online YPAA meeting lists.

4.13. General Member. General Members shall have the following duties and responsibilities:

(a) attend all Advisory Board meetings throughout the year and attend the annual convention

(b) read and remain up to date on all Advisory Board correspondence throughout the year and vote on Advisory Board matters as part of an informed group conscience

(c) assist the Advisory Board Operating Officers and/or Outreach Committee as needed

(d) it is suggested that new General Members, upon joining the BALTYPAA board, obtain a "BALTYPAA Board Service Mentor". The purpose of the service mentor is to orient the new member, to give the new member a sense of purpose in their first year(s), and to ensure continuity and maximize effectiveness within the Advisory Board.

What is a BALTYPAA Board Service Mentor?

- A member who has served at least one year on the BALTYPAA Advisory Board
- Ideally a board member who holds an operating committee role, particularly if the role is one that the new member thinks he or she may be interested in running for in the future
- A person with whom the new board member may check in with throughout the year in order to gain insight into how he or she may be of service to the convention as a whole
- A resource for the new member to learn how different operating committee members perform their responsibilities over the course of the year

4.14. Archivist. The Advisory Board recognizes that almost any shred of material may one day be important in keeping our history intact. Accordingly, the archivist shall have the following duties and authority:

- (a) Maintain and preserve samples and copies of all documents, memorabilia, traveling showcases, and other such items from previous conventions.
- (b) It is recommended that 2 copies of convention documents, memorabilia and related items be obtained for the BALTYPAA archives, and that another copy is provided to Alcoholics Anonymous World Services Archives in New York City, USA. The actual material provided to NY will be at the Archivist's discretion.
- (c) Act as liaison between the Archivist of the General Service Office in the Host country and the Advisory Board in all matters relating to all BALTYPAA archive issues.
- (d) Follow, to the best of his or her ability, the Archive Guidelines set forth by the General Service Office.
- (e) Act as liaison between the Advisory Board and the Host Committee's designated member in matters relating to the archives, including providing for the display of archive materials during the convention, and collection of materials and memorabilia before, during, and after the convention.
- (f) Submit a written report at the annual Advisory Board meeting at the convention detailing all of the Archivist's activities of the previous year, including a detailed account of expenses associated with that year's activities and a projected budget for the coming year.
- (g) Display all Advisory Board minutes during the convention.
- (h) Keep all archival material in secured & weather resistant packaging.
- (i) The Archivist shall be a past or present member of the Advisory Board, shall have served at least one year on the Advisory Board before being eligible to serve as Archivist, and must be able to serve a term of four years as Archivist. If a past Advisory Board member is chosen as Archivist, he or she is not required to attend the convention but must make suitable arrangements for the transportation and display of the archives at the convention and for the submission of the annual report of the Archivist to the Advisory Board.
- (j) The Archivist must at all times act in accordance with the Twelve Traditions and the Twelve Concepts of AA, being especially concerned with the protection of members' anonymity. To this end, the Archivist shall exercise his or her authority while always remaining accountable to the guidance of the Advisory Board and the Host Committee.
- (k) The Archivist is welcome to attend all Advisory Board meetings and will have a voice during any Advisory Board discussions and deliberations. However, if the Archivist is a past member of the Advisory Board, he or she will not have a vote.

5. Advisory Board Operating Procedures.

5.1. Separation of Financial Duties. Note: this is to ensure that the financial well-being is being seen by more than one officer. Any bank account maintained by the BALTYPAA Advisory Board must have a minimum of (2) signers: the board treasurer and a minimum of (1) additional member of the BALTYPAA Advisory Board. All bank statements, financial data, payments, invoices, and other such documents shall be directed to and received by at least two members of the BALTYPAA Advisory Board. The Treasurer shall ensure that all in and outgoing payments from the BALTYPAA board accounts have been approved by the Board and furnish all documents and information necessary to allow the board to determine that the funds of the convention are being maintained and accounted for appropriately.

5.2. BALTYPAA Literature and Information Revisions. The BALTYPAA Advisory Board shall maintain and offer revision to the bylaws and other convention-specific material, including but not limited to:

- BALTYPAA Bylaws
(requires a 2/3 majority vote for any changes)

Other Convention Specific Material
(may be made by a simple majority vote, keeping in mind the goal of substantial unanimity)

- BALTYPAA Host Committee Positions
- BALTYPAA host offer guidelines
- Listing of Board members contact details and position
- BALTYPAA Facts Aims & Purposes (F.A.P.)
- Finance Documents
- BALTYPAA Hotel & Registration Data
- History Archival Information
- Past BALTYPAA Hotel & Site Contracts
- Examples of Committee Formats, Programs,
- AA Guidelines: Conferences and Conventions

5.3 Submission of Agenda Items. Proposed revisions or other agenda items shall be submitted to the Chairperson for placement on the agenda no later than seven calendar days before a meeting of the Advisory Board; however, emergency proposals may be added to the agenda by a two-thirds majority vote of the Advisory Board members present who represent a quorum of the board. Agenda items may be submitted by any board member and will be recognized by the Chairperson for discussion. Redundant agenda items will be reviewed and added again with simple majority consensus before any such meeting or during meetings.

5.4. BALTYPAA Mailing Address. The BALTYPAA Advisory Board shall maintain a set mailing address which will serve as the official mailing address for the BALTYPAA Advisory Board.

5.5. Financial Transactions. BALTYPAA Advisory Board financial transactions shall be made through its bank accounts whenever possible. Two signatures shall be required before any electronic checks or payments may be issued. The Treasurer and a minimum of (1) additional member of the Advisory Board shall be signatories on all bank accounts.

5.6. Authority to Incur Expenses. No member of the BALTYPAA Advisory Board shall incur expenses (other than pre-approved budget items) on behalf of the Advisory Board without first receiving a two-thirds majority approval.

5.7. Welfare of AA. Keeping the Twelve Traditions of AA always foremost in mind, the BALTYPAA Advisory Board shall always consider the welfare of AA as a whole before taking any actions which may affect the AA fellowship.

5.8. Group Conscience. The Advisory Board shall act as a body. No one member shall act independently of the majority opinion.

5.9. Use of Advisory Board Property. The mailing address, bank accounts, and other Advisory Board property and materials shall not be used for anything other than Advisory Board business.

5.10. Continued Ownership by Advisory Board. All materials of the Advisory Board shall be deemed property of the Advisory Board as a whole, not of its members, and shall be passed on to successor members of the Advisory Board.

5.11. Enactment Dates. All documents and revisions to these bylaws shall have the enactment date and location thereof affixed as a part of the document.

6. Advisory Board Meetings.

6.1. Place; Quorum; Voting. The Chairperson shall call for and arrange a meeting place and agenda for all Advisory Board meetings. Two thirds of the Advisory Board shall constitute the quorum necessary to conduct business. Motions and resolutions shall require a simple majority vote of those present for approval.

6.2. Suggested Meeting Timeline. It is highly recommended that BALTYPAA Board meetings do not exceed 6 hours whenever possible, with a recommended break every 1 ½ hours of at least 10 minutes. This timeline is to ensure the Board remains prudent & objective on all BALTYPAA Board business.

6.3. Closed Executive Sessions. The Advisory Board may meet in closed executive session to discuss and conduct business relating to the selection of the host country and/or other business specific to the welfare of the convention.

6.4. Telephonic and/or Online Meetings. The Advisory Board may meet by conference call, webcast, or other such means, providing that a quorum is present among those members attending through such means, and/or in person. This may consist of a combination of online attendance and in-person meetings. Board members cannot solely attend via electronic/online means but are expected to attend the annual conference.

6.5. Budget Review Session

The board shall endeavor to maintain a prudent reserve which is determined at each annual budget session. A budget review session will be added to the agenda to occur annually at the midyear meeting, where the budget will be prepared by the treasurer, reviewed line-by-line by the BALTYPAA Board and accepted by a 2/3 majority.

6.6. Travel reimbursement

Discussion of travel reimbursement for board members will be held ONLY after the annual budget review session, and funds will be distributed contingent on the current financial ability and by approval of the Advisory Board. Reimbursement of any kind for travel will be on a case-by-case basis. Board members will be required to provide proper documentation of any expenditures (i.e. receipts, ticket stubs, etc) and reasons for travel on behalf of BALTYPAA.

6.7. Distribution of Funds; Prudent Reserve; Seed Money

(see section 11. Target Annual BALTYPAA Board Budget addendum)

7. Selection of Convention Site.

7.1. Submitting an offer to host. Offers for the hosting of the next year's convention shall be submitted by potential Host Committees at the convention, in accordance with the Host offer Guidelines set forth by the Advisory Board. It is suggested that the composition of each potential Host Committee be formed from AA members from the geographical area of that committee's proposed convention site.

7.2. Selection of the Convention Site. The Advisory Board shall have sole and final authority over selection of the Convention Host country and city. The Advisory Board will encourage participation from all countries within the convention scope/region. All bids/invitations will be given equal consideration, regardless of size, population, or location. The selection of the convention site shall be done by:

1. "Third Legacy Procedure." All Advisory Board members shall have one vote and will vote on all matters. Voting in absentia or by proxy is not permitted.
2. An audible, visual or other method to gain consensus of the convention attendees from that year's event.

The board recognizes that while a consensus (audible, visual or other) is desired, it will endeavor to select a host area best suited for the welfare & future of BALTYPAA.

7.3. Hosting of Convention If No offer to host is Presented. In this event an emergency meeting of the Advisory Board shall be called without delay. All past and present BALTYPAA Advisory Board members shall be invited to the meeting and shall endeavor to find a suitable site for the convention, or to determine if the convention should be suspended. In the latter event, the subsequent fate of the Advisory Board and its functions must be determined at that meeting.

7.4. Host Committee. The Host Committee is responsible for the planning and conduct of the next convention. The particular duties and authority of the Host Committee are set forth in section 8.

8. The Convention.

8.1. Overall Role of Advisory Board. The Advisory Board shall endeavor to preserve the continuity of BALTYPAA and encourage participation among the members of Alcoholics Anonymous in the scope of the convention by encouraging AA members to attend and inspiring the formation of Bid/Invitation Committees to host the convention.

8.2. Designation of Convention; Conflicts with Other AA Functions. All BALTYPAA's shall be designated as such and be further distinguished by the year of their convention followed by host city (BALTYPAA 2019 RIGA, BALTYPAA 2020 CITY, and so on) so as to preserve autonomy and character. No BALTYPAA shall ever be held in conjunction with any other function, AA or otherwise. Beginning with BALTYPAA 2019, the full name will be known as the '**Baltic Young People in Alcoholics Anonymous**' ("BALTYPAA") Convention' or 'BALTYPAA' in short, and in all materials should be referred to as a 'convention' instead of a 'conference' in acknowledgement and respect of GSOs across Europe using the term 'conference' specifically for their general service structure.

8.3. Host Committee Responsibility for Expenses; Transfer of Funds, Archives After Convention. The BALTYPAA convention should be self-supporting and considerate of its economy. The BALTYPAA Host Committee for each year is solely responsible for the cost of producing that BALTYPAA convention. Any surplus funds over actual cost of the BALTYPAA convention are split with half (50%) put into AA use at the discretion of the Host Committee and the remaining half (50%) going to the BALTYPAA Advisory Board for BALTYPAA to replenish the annual seed money for the new host city, prudent reserve, operating budget, and conference support fund. Any funds exceeding these amounts will be disbursed to the local intergroup, area and GSO service areas for BALTYPAA. A complete financial accounting report for each BALTYPAA convention is to be regularly provided to the BALTYPAA Advisory Board leading up to the BALTYPAA convention; and a final accounting and auditable report must be submitted within sixty (60) days of the close of the BALTYPAA convention.

8.4. Maintenance of BALTYPAA mailing address for the Host Committee. The Host Committee shall maintain its mailing address until such time after the completion of the Convention as is required for the completion of all Convention business.

8.5. Autonomy of Host Committee.

(a) The Host Committee has complete autonomy from the Advisory Board in those matters concerning the planning of the Convention, except as specified in these bylaws. The Advisory Board shall assist the Host Committee in spirit of cooperation offering assistance & coordinating where the board duties allow for and/or are designated in the board duties. Above all the Board does not seek to undermine the host city autonomy, yet rather offer the prior convention experiences to aid in making it more desirable for all that may attend. In the event the Host Committee is unable to plan and conduct the Convention the Advisory Board may assume the planning and of the Convention or delegate the same to a new Host Committee chosen by the Advisory Board. This may only be done after consultation with the available host city coupled with a 2/3 majority vote by the advisory board. It is strongly suggested that the host city & board exercise a great deal of prudence before any such decision is considered or made.

(b) The Host Committee will have access to all prior Convention materials and information in the possession of the Advisory Board and its members.

8.6. Signing of Annual Site Contract.

The annual site contract must be signed by a designated representative from the Host Committee or local AA if necessary. The designated representative of the Host Committee will review the final contract with

the Chairperson and Treasurer of the Advisory Board before the site contract may be signed. This section is enacted and intended as a failsafe to protect the financial integrity of the Convention.

As outlined in Chairperson duties above;

- (review the annual site contract on behalf of the Convention

(The following process will also be followed prior to signing of annual site contract)

- Prior to signature, Chairperson will review the annual site contract with at least (2) qualified members of AA familiar with such contracts. These may be past Board members and/or other qualified members outside the committee. This is to ensure the best possible site contract to protect the overall interest of the convention. Prior to signature Chairperson will inform all Board members of the site contract details and provide confirmation that the group & outside advisors have reviewed the contract prior to signature.

8.7. BALTYPAA Anti-Harassment and Non-Discrimination Information

The potential damage to the BALTYPAA event and AA's overall unity and reputation arising from wrongful or criminal acts of individual members is of natural concern to the Fellowship.

In all matters the BALTYPAA convention will always strive to adhere to the spirit of the Twelve Concepts and Twelve Traditions with specific emphasis on concept twelve: *"The Conference shall observe the spirit of A.A. tradition, taking care that it never becomes the seat of perilous wealth or power; that sufficient operating funds and reserve be its prudent financial principle; that it place none of its members in a position of unqualified authority over others; that it reach all important decisions by discussion, vote, and whenever possible, substantial unanimity; that its actions never be personally punitive nor an incitement to public controversy; that it never perform acts of government; that, like the Society it serves, it will always remain democratic in thought and action."*

-Violence (physical or threatened) in any form is not acceptable at any level; all members have the right to feel secure and safe in any meetings, events or activities relating to the BALTYPAA convention and whilst going about AA service/business. "For our Group purpose there is but one ultimate authority - a loving God as he may express himself in our Group Conscience". (Tradition 2 long form) "Each Alcoholics Anonymous Group ought to be a spiritual entity having but one primary purpose - that of carrying its message to the alcoholic who still suffers" (Tradition 5 long form). The aim of these guidelines is to provide a framework for BALTYPAA to address any unfortunate incidents of violence, direct or indirect harassment at the BALTYPAA convention or its events.

-The BALTYPAA Board and Host Committee will endeavor at all times to seek an informed group conscience of the entire BALTYPAA Board whenever possible. However, in the event of an incident which requires immediate attention, we may need to agree on a contingency plan. In dealing with any incident, the response must be measured and reasonable, taking into consideration all of the circumstances. Members should never place themselves in danger physically, risk legal repercussions, or act as policing agents. If an incident cannot be diffused quickly and safely, members and groups should consider contacting appropriate agencies - e.g. police - in the country where any such incident may occur.

BALTYPAA Anti-Harassment and Non-Discrimination Guidelines

BALTYPAA wishes for everyone to have an enjoyable and safe convention experience. Members - regardless of age, race, color, religion, sex, national origin, disability, sexual orientation, gender identity or gender expression - should have the opportunity to enjoy the convention and its events.

Harassment or discrimination in any form will not be tolerated at BALTYPAA or any of its events. This includes direct, indirect, verbal, physical or any other conduct that may be viewed as a violation of these guidelines. If at any time a BALTYPAA attendee believes he or she has been a recipient of or has witnessed any such incident, he or she should follow the procedures detailed in the Action and Reporting section of these guidelines.

The BALTYPAA Convention does not tolerate:

- Harassment or bullying (physical or verbal)

- Discriminatory behavior
- Conduct that endangers any member of AA or a guest of AA's safety or security, regardless of age, race, color, religion, sex, national origin, disability, sexual orientation, gender identity or gender expression
- Efforts to misrepresent the intent of the convention within the scope of the Twelve Traditions and Twelve Concepts
- Incitements to public controversy

Action and Reporting:

- If a person attending BALTYPAA or any of its events is the recipient of or witness to behavior that they feel is unwelcome, we hope that this person will directly inform the individual(s) responsible for the behavior by pointing out that their conduct is offensive. In many cases it will be sufficient for the affected party to raise their concern with the individual(s) creating the problem.
- If an individual or individuals responsible for conduct in violation of these guidelines fails to respond to requests to cease behavior, the incident should be reported to the BALTYPAA Board Chairperson and at least one other member of the BALTYPAA Board. If the individual(s) continue to violate the guidelines, they may be asked to leave the convention or event.
- In some cases, confronting the individual(s) responsible for the questionable behavior might be difficult, uncomfortable or potentially unsafe. In these cases, it may be appropriate for the affected party to relate their concerns to the BALTYPAA Board or Host Committee directly. Any concerns should be heard by at least two trusted servants of the BALTYPAA Board or Host Committee, and will also require immediate reporting to the entire BALTYPAA Board.
- If an incident occurs that appears to be in violation of law in the location in which the convention or related events are held, the police or hotel event staff may be notified directly.
- All reporting will be considered confidential.

-Notes for the Board regarding action and investigation:

The BALTYPAA Board members will promptly investigate and make recommendations to the full BALTYPAA Board regarding all reports describing conduct that is inconsistent with these policies, and respond to the complainant. During the investigation, confidentiality will be preserved to the extent that the needs of the situation permit. Any illegal conduct will be reported to the appropriate authorities for investigation and adjudication.

9. Assignment of Territories to Advisory Board Members

Each year at the Advisory Board's annual meeting at the convention, each member of the Advisory Board will be assigned specific territories within the convention scope for outreach. At each meeting, each member shall give a report on his or her outreach activities since the last meeting. As new members join the Advisory Board, adjustments shall be made to the territorial assignments according to location and interest of each member.

10. Current Operating Officers & General Board Membership

1. Chairperson (Acting) / Rolands B., rolandsb.aa@gmail.com, Latvia
2. Co-Chairperson / Zane R., desiderata.zane@gmail.com , Latvia
3. Secretary / Gunta B., gunta.b91@gmail.com , Latvia
4. Treasurer / NAME, EMAIL, COUNTRY
5. Technology Chairperson / NAME, EMAIL, COUNTRY
6. ISMYPAA Liaison / NAME, EMAIL, COUNTRY

7. CER Liaison / NAME, EMAIL, COUNTRY
8. Outreach Committee Chair / NAME, EMAIL, COUNTRY
9. General Member / NAME, EMAIL, COUNTRY
10. General Member / NAME, EMAIL, COUNTRY
11. General Member / NAME, EMAIL, COUNTRY
12. General Member / NAME, EMAIL, COUNTRY
13. General Member / NAME, EMAIL, COUNTRY
14. General Member / NAME, EMAIL, COUNTRY
15. General Member / NAME, EMAIL, COUNTRY
16. General Member / NAME, EMAIL, COUNTRY
17. Archivist / NAME, EMAIL, COUNTRY
18. Al-Anon Liaison / Alina M., gimlins@gmail.com , Latvia

11. Offer requirements for Hosting BALTPAA

The Offer to host Requirements/Guidelines shall be reviewed annually to ensure they continue to fit the objectives of the BALTPAA region. Changes may be submitted by any board member and verbal review shall be conducted at any regularly scheduled meeting of the board.

If you would like to host a BALTPAA in your area, please see “ Do you want to host BALTPAA? Here’s how:”.

12. Target Annual BALTPAA Board Budget Addendum

The Operating Committee shall submit for approval the distribution of funds, not to exceed €750.00 Euros to the newly selected host committee for the coming year’s Convention. The Advisory Board shall endeavor to maintain a prudent reserve of €1,000.00 Euros and an operating budget of an additional €1,000.00 Euros. It shall also seek to maintain a convention support fund of €1,000.00 Euros; in case it becomes necessary to provide additional support to the annual convention. The prudent reserve, operating budget, and the convention support fund are arbitrary figures based on current economic conditions and can be altered by a simple majority vote of the quorum.