

# GUIDELINES OF ITALYPAA

## 1) Facts, Purpose and Aims

YPAA groups (Young People in Alcoholics Anonymous) began to appear around 1945 in Los Angeles, Cleveland, and Philadelphia, and can now be found throughout North America. In 1958, a meeting of young Alcoholics Anonymous members from across the United States and Canada gave birth to what is now the International Conference of Young People in Alcoholics Anonymous (ICYPAA), which has been held annually ever since.

At the 1960 convention, Bill W. noted that the age of new members was much lower than when he and Dr. Bob had founded AA 25 years earlier. In a letter to ICYPAA dated June 15, 1969, Bill W. wrote:

"...in recent years, I have found no greater inspiration than knowing that the A.A. of tomorrow will be safe and surely magnificent, considering you, who are the younger generation of A.A. today."

ITALYPAA began after the EURYPAA meeting held in Rome in 2015, where some Italian alcoholics—young in age or heart—had the opportunity to meet and connect, discovering a shared desire to create a similar AA event in Italy. The first ITALYPAA convention was held in Milan in April 2016, and since then, every year, young Alcoholics Anonymous members—by age or heart—gather to carry the AA message and celebrate their sobriety.

***- The ITALYPAA Board has successfully worked in direct cooperation with the designated host area since 2016. This has been over 9 years of hosting the convention, during which the ITALYPAA Board has again worked in cooperation and support of the host area.***

ITALYPAA brings the message of recovery to alcoholics of all ages. This convention creates an opportunity for young AAs from all over the world to meet and share their experience, strength, and hope as members of Alcoholics Anonymous.

The goal of ITALYPAA is to create a space for the annual celebration of sobriety among young members of Alcoholics Anonymous. The term “young” includes anyone willing to grow—alcoholism knows no barriers, including age. Everyone can get sober, recover, and be a vital part of AA as a whole.

***- The ITALYPAA Board has and continues to have the responsibility to ensure the convention can be a place where an annual celebration of sobriety can happen.***

The Illustrated Third Tradition from our Conference-approved literature states:

“A group or collection of groups with a ‘special interest’ can always be formed, whose members are either young people, or all men or all women, or clergy, or from any specific category of any kind.”

ITALYPAA is an AA event with the primary purpose of carrying the message of AA. It is organized by members of Alcoholics Anonymous, usually also in service within the AA Italy structure. ITALYPAA is held with the intent to celebrate the sobriety of those young in age or heart in AA, who take on service roles in accordance with the Traditions and Concepts of AA.

***- In this statement, the host area must act in the spirit of cooperation.***

**The responsibility of all ITALYPAA committees and servants is to practice the Twelve Steps, the Twelve Traditions, and the Twelve Concepts for World Service of AA.**

**- It is critical to the welfare of this AA event that all ITALYPAA committees act within the guidelines of the Steps, Traditions, and Concepts.**

**A. Steps are more applicable to individuals**

**B. Traditions that apply to the harmony and good functioning of the group. Below are excerpts from the 12 Traditions long-form that apply to the responsible functioning and welfare of the ITALYPAA Convention.**

1. Each member of Alcoholics Anonymous is but a small part of a great whole. A.A. must continue to live or most of us will surely die. Hence, our common welfare comes first. But individual welfare follows close afterward.

***- The ITALYPAA Board has a responsibility to guide and ensure “the great whole” of this AA event and our common welfare for all AA members that wish to attend.***

2. For our group purpose there is but one ultimate authority—a loving God as He may express Himself in our group conscience.

***- The ITALYPAA Board has a responsibility to ensure that the spirit of the group conscience is heard collectively from the Board and other AA members who represent the host area. If this is prevented because of individuals seeking to suppress the voice of the group conscience, then the Board has a responsibility to seek this group conscience so that the voice of the group may be heard.***

4. With respect to its own affairs, each A.A. group should be responsible to no other authority than its own conscience. But when its plans concern the welfare of neighboring groups also, those groups ought to be consulted. And no group, regional committee, or individual should ever take any action that might greatly affect A.A. as a whole without conferring with the Trustees of the General Service Board. On such issues our common welfare is paramount.

***- As noted, it is **PARAMOUNT** that the common welfare be sought, and it is guiding for this AA event. If the Board is unable to communicate effectively or honestly with the Host area regarding concerns about the convention, it prevents the convention from being run responsibly. If there is an inability to plan for the convention, it is likely to significantly impact the welfare of the ITALYPAA convention.***

5. 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.

- If the ITALYPAA Board is unable to work in harmony for the welfare of the convention with the Host area, and this prevents the Primary Purpose of carrying the message of AA to the alcoholic who still suffers. This concern must be addressed with the objective of these 3 outcomes.

(1) The communication is restored so that the AA Event can happen with functional cooperation between the Host area and the Board. (2) The AA Event is postponed. (3) The AA Event is canceled and later hosted by another area or the ITALYPAA Board

6. Problems of money, property, and authority may easily divert us from our primary spiritual aim.

- The ITALYPAA Board has the overall responsibility to ensure that the convention achieves its “primary spiritual aim” and that the convention is not diverted from this goal.

6. While an A.A. group may cooperate with anyone, such cooperation ought never go so far as affiliation or endorsement, actual or implied. An A.A. group can bind itself to no one.

- The ITALYPAA Board has the overall responsibility to ensure that the convention is not affiliated with (directly or indirectly) concerns (business dealings, individuals, or related) outside our primary purpose of AA, and the Board will ensure the responsible running of the convention.

7. Experience has often warned us that nothing can so surely destroy our spiritual heritage as futile disputes over property, money, and authority.

- The ITALYPAA Board has the overall responsibility to ensure the convention remains committed “our spiritual heritage” and will always seek to resolve “futile disputes over property, money, and authority”. However, if is not possible, the Board may take required steps to protect the spiritual heritage of the ITALYPAA convention.

9. (The ITALYPAA Board) They are the custodians of our A.A. They are authorized by the groups to handle our over-all public relations and they guarantee the integrity of our principal... (ITALYPAA convention) All such representatives are to be guided in the spirit of service, for true leaders in A.A. are but trusted and experienced servants of the whole. They derive no real authority from their titles; they do not govern. Universal respect is the key to their usefulness.

- The ITALYPAA Board has and will continue to have responsibility for caring for and overseeing the welfare of this AA event. We will continue to strive to act in the spirit of service as custodians of this AA event and will always seek the responsible functioning outcome for the ITALYPAA convention.

12. It reminds us that we are to place principles before personalities...This to the end that our great blessings may never spoil us.

- The ITALYPAA Board will always seek to apply the Traditions across all its duties as the custodians of this precious AA event.

**C. Concepts, they apply the harmony and good functioning of the group. Below are excerpts from the 12 Concepts long-form that apply to the responsible functioning and welfare of the ITALYPAA Convention.**

**I. Final responsibility and ultimate authority for A.A. world services should always reside in the collective conscience of our whole Fellowship.**

- The ITALYPAA Board should always seek harmony if striving to achieve a sense of the (collective conscience) as it applies to the Board and Host area. It is critical to the welfare and functioning of the annual convention that it is sought and achieved. If this can't be found, it may impact the effective functioning of the convention. The objective of the (collective conscience) should be sought by the Board and Host area for the welfare of the annual ITALYPAA convention.

**II. The General Service Conference of A.A. has become, for nearly every practical purpose, the active voice and the effective conscience of our whole society in its world affairs.**

- The ITALYPAA Board carries the responsibility of the (active voice) for the convention, and this voice represents the mutual understanding and cooperation between the Host area, Board and the convention. If this voice cannot be heard, it is the responsibility of the ITALYPAA Board to ensure this is corrected.

**III. To insure effective leadership, we should endow each element of A.A.—the Conference, the General Service Board and its service corporations, staffs, committees, and executives—with a traditional “Right of Decision.”**

- The ITALYPAA Board has the (Right of Decision) to ensure the welfare and safe operation of the ITALYPAA convention.

IV. At all responsible levels, we ought to maintain a traditional “Right of Participation,” allowing a voting representation in reasonable proportion to the responsibility that each must discharge.

- The ITALYPAA Board will always seek to ensure the **(Right of Participation)** is available based on a reasonable proportion connected to the operation of the ITALYPAA convention.

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.

- The ITALYPAA Board will always seek to ensure the **(Right of Appeal)** is available concerning items connected to the operation of the ITALYPAA convention.

VI. The Conference recognizes that the chief initiative and active responsibility in most world service matters should be exercised by the trustee members of the Conference acting as the General Service Board.

- The ITALYPAA Board will always take active responsibility for the welfare of the ITALYPAA convention.

VII. The Charter and Bylaws of the General Service Board are legal instruments, empowering the trustees to manage and conduct world service affairs.

- The ITALYPAA Board will always seek to operate within the Bylaws in its responsibility for the overall welfare of the ITALYPAA convention.

VIII. The trustees are the principal planners and administrators of overall policy and finance. They have custodial oversight...

- The ITALYPAA Board will work in direct cooperation with the designated Host area in the planning and financial concerns for the annual convention. The Board must approve and continue to act as the **(principal planners and administrators of over-all policy and finance)** for the ITALYPAA convention.

IX. Good service leadership at all levels is indispensable for our future functioning and safety...

- The ITALYPAA Board will always strive to provide effective functioning leadership for the welfare and safety of the ITALYPAA convention. The safety and welfare of the ITALYPAA convention and its attendees will remain a paramount responsibility.

X. Every service responsibility should be matched by an equal service authority...

- The ITALYPAA Board service authority is primarily concerned with the welfare and operation of the annual ITALYPAA convention.

XI. The trustees should always have the best possible committees, corporate service directors, executives, staffs, and consultants. Composition, qualifications, induction procedures, and rights and duties will always be matters of serious concern.

- The ITALYPAA Board will always strive to adhere to this concept. For the welfare of the convention and the Board, the Board leadership is encouraged to seek outside assistance if required.

XII. 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.

- The ITALYPAA Board will always strive to adhere to this concept. For the welfare of the convention and the Board.

## 2) Language of the Convention

In line with the desire to better serve Italian-speaking Alcoholics Anonymous members, the Convention addresses and includes all regions of Italy, as well as Italian-speaking Switzerland and any other geographic area where the transmission of the AA message in Italian is desirable.

The primary languages of ITALYPAA and its bylaws shall be Italian and English. When deciding whether to organize the convention in Italian, English, or bilingually, the primary responsibility for the transmission of the message lies with the AA community in Italy.

Since 2016, the ITALYPAA convention has been a bilingual event, in both Italian and English, to offer members of AA in Italy and abroad the opportunity to unite harmoniously by sharing their experience, strength, and hope.

### 3) The Host Committee

Once elected, the Host Committee will be given the materials related to the convention, along with any individual or collective information and experience that the members of the Advisory Board possess.

The Host Committee holds primary initiative and active responsibility in preparing for and hosting the ITALYPAA convention. With regard to this great responsibility, the Host Committee must be granted corresponding authority and leadership to fulfill it.

- The Host committee must strive to elect responsible leaders for the running of the convention. The Host area should work in cooperation with the Board on this matter.

Except in matters relating to other committees, ITALYPAA, or AA as a whole, each Host Committee should operate autonomously. In such cases, the Advisory Board's role is supervisory.

- The word supervisory carries the following meaning: *"the job of watching a person or activity to make certain that everything is done correctly, safely, etc."*

#### DUTIES OF THE HOST COMMITTEE:

The Host Committee:

1. Contact local venues (hotels, hostels, convention halls, etc.) for organizing the Convention.
2. Makes specific arrangements and submits the hotel or hosting venue contract to the Advisory Board for approval.
3. Organizes the program, invites and coordinates speakers and meeting facilitators, **in agreement with the Board and following the experience of previous conventions.** The program respects the tradition and custom of YPAA conventions worldwide, although changes may be made by submitting a request

to the Advisory Board at least 30 days before the start of the convention.  
Specifically:

- Three (3) main meetings with simultaneous translation: Friday and Saturday evenings, and Sunday morning. **The Advisory Board will provide the formats used in previous ITALYPAA conventions to help structure the main meetings accordingly.**
  - A meeting program in Italian and another in English.
  - The meeting program is the responsibility of the Host Committee, though the English-language program **may be delegated to the Advisory Board**. In any case, the Advisory Board can propose speakers and collaborate with the Host Committee. Maximum collaboration is expected in this area.
  - The reading of welcome messages from local AA service structure members before the start of the main meetings is encouraged, to support cooperation with the association's structures. However, greetings to local authorities or AA servants should be limited unless directly related to carrying the message.
4. Organizes social events linked to the convention (such as dance nights or other activities), **in collaboration with the Board for insurance and legal matters.**
  5. **Collaborates with the Board in providing materials to interpreters** (if hired) for translation purposes.
  6. Promotes the event via the Facebook page, local events, T-shirt sales, and flyer distribution.
  7. Provides information about the annual convention to anyone who requests it, by organizing communication channels for participants and interested individuals.
  8. Promotes pre-registrations before the convention and keeps records of their committee's income and expenses.
  9. **Coordinates with the Advisory Board regarding the convention's financial management to fulfill legal obligations.**

10. **Acts with transparency on all event-related decisions with the Advisory Board.**

11. **Works in agreement with the Advisory Board on all matters concerning the name ITALYPAA, the AA name, and anything involving AA as a whole.**

12. Operates independently through its own contributions, in line with AA's 7th Tradition.

13. **Sends regular full financial reports on convention planning activities to the Advisory Board.**

14. Submits a final accounting and review report within sixty (60) days after the Convention closes.

15. Maintains its email address until the Convention is fully completed as required for fulfilling all Convention-related activities.

16. **Delegates to the Advisory Board the responsibility of informing the local AA structure and the General Service Office of AA Italy about the convention's organization and any other communication.**

17. Acts externally (e.g. with journalists or healthcare entities) only by prior agreement **and joint effort with the Advisory Board.**

## ELECTION OF HOST COMMITTEE MEMBERS TO THE ADVISORY BOARD

Each Host Committee shall elect, before or during the convention, the members who will serve on the Advisory Board.

Any member of the Host Committee who has served during the Convention and has been active on the Host Committee for at least 6 continuous months prior to the election date is eligible for election to the Advisory Board.

The **first 3 elected members** become full members of the Advisory Board.

The **next 3 elected members** are designated as "alternates."

New members will be elected according to the **Third Legacy Procedure** as described in the AA Service Manual.

Alternates will begin their service in place of any member who is unable to complete their term on the Advisory Board.

## 4) Relationship Between the Advisory Board and the Host Committee

**The Advisory Board assumes a proactive role in assisting the current Host Committee throughout the planning, preparation, and well-being of the Convention. It is also available to the current Host Committee and to all Bidding Committees to offer any support it can provide.**

**The relationship between the Host and Advisory Committees is based on sharing experience, strength, and hope with one another, and on maximum mutual transparency in all activities.**

**The Host Committee will have access, upon request, to materials and information from previous conventions held by the Advisory Board and its members, including contracts with host venues (hotels, hostels, convention centers, etc.) from all past conventions.**

### INSURANCE OR OTHER ADMINISTRATIVE AND TAX REQUIREMENTS

**All fiscal and administrative responsibilities are handled by the Advisory Board.** Therefore, if it becomes necessary to take out an insurance policy, comply with SIAE (Italian copyright society), or handle other legal duties, the Host Committee must vote on the initiative requiring such assistance and **present it to the Advisory Board. The Board will evaluate its feasibility with the goal of ensuring the safety and well-being of the Convention and its participants.**

If the Advisory Board issues a negative opinion, it must be explained and may be reconsidered if a revised proposal is submitted that addresses the Board's concerns.

### RIGHT OF VETO

**The Advisory Board reserves the right to veto any action of the Host Committee. This is legally necessary and appropriate in principle.**

### TRANSLATORS AND INTERPRETERS

Managing translators is the responsibility of the Host Committee, while making agreements with translation agencies or institutions is the responsibility of the Advisory Board—unless a member of the Host Committee with relevant experience is able to oversee this service. In that case, a motion must be submitted to the Advisory Board



explaining the rationale and providing details on how the project will be managed. Monthly updates must be sent to the Advisory Board.

## HOST COMMITTEE RESPONSIBILITY FOR EXPENSES, FUND TRANSFERS, AND ARCHIVES

The ITALYPAA convention should be self-supporting through its own contributions, in line with AA's 7th Tradition.

Each year's Host Committee is solely responsible for the expenses incurred in organizing that year's ITALYPAA convention. The group conscience of the Host Committee is guided by the spiritual principles of the 6th and 7th Traditions in all decisions.

Any funds in excess of the actual costs of the ITALYPAA convention will be divided as follows:

- **50%** will be allocated to AA's 7th Tradition contributions, at the discretion of the Host Committee's group conscience.
- The remaining **50%** will be transferred to the ITALYPAA Advisory Board to replenish its prudent reserve, operating budget, convention support fund, and startup fund for the new host city.

Any funds exceeding those amounts [see section 8: *Financial Well-being of ITALYPAA > Budget and Operational Funds*] will be distributed to local Intergrroups, Areas, Zones, and the Italian General Service Office (GSO).

A complete financial report for each ITALYPAA convention **must be submitted regularly to the Advisory Board** in advance of the convention (45 days before the start), and a final, verifiable financial statement must be submitted within sixty (60) days after the convention ends.

## 5) Advisory Board or Advisory Committee

The **Advisory Board** is a rotating service committee composed of elected members from past Host Committees and is a service body directly accountable to all AA members interested in anything related to ITALYPAA.

The Advisory Board is the **guardian of the Convention**. It is the **legal custodian and spiritual servant** of the ITALYPAA Convention. Members of the Advisory Board act as **guarantors of the Convention's integrity and experience**.

## GENERAL ROLE OF THE ADVISORY BOARD

The Advisory Board shall strive to maintain the **continuity of ITALYPAA** and **encourage participation** in the Convention by members of Alcoholics Anonymous.

## COMPOSITION

Each member of the Advisory Board must have been a member of a previous Host Committee. Each previous Host City is represented by **up to 3 members** from its Host Committee, plus **2 members** representing other geographic areas.

Advisory Board members are categorized as:

- **General Members** – not holding an operational position but with voting rights. Newly elected Host Committee members serve for at least one year as general members.
- **Operational Members** – those holding roles such as Chairperson, Co-Chair, Secretary, Treasurer, or other service positions like Outreach Chair, Technology Lead, Archivist, etc., forming the **Operations Workgroup**.

## TERM OF SERVICE

Each Advisory Board member serves a **5-year term**, unless legal reasons require otherwise. Depending on the timing of their election, the term may be extended to **6 or 7 years**.

In the spirit of rotation, **the maximum consecutive service** on the Advisory Board is **7 years**.

## REPRESENTATION OF OTHER AREAS – NON-HOST BOARD MEMBERS

The Advisory Board may request the participation of an AA member **not affiliated with a former Host City** to ensure representation of **new geographic areas** and/or to bring in valuable **experience** that supports the Convention's growth and well-being.

Such members may come from outside ITALYPAA's main area if the Board believes it's in the Convention's best interest. No more than **two non-host members** can serve on the Advisory Board simultaneously.

## LACK OF PARTICIPATION

An Advisory Board member who fails to attend the Convention and **at least one** of the two scheduled annual meetings is considered **to have resigned**, unless they request to remain and receive a **majority vote** from the Board to continue.

Tardiness or early departure from a meeting is evaluated at the discretion of the Board Chair.

## ALTERNATES

Alternate members are encouraged to attend all Board meetings. They may serve on subcommittees as needed, and can vote on behalf of an absent permanent member **if properly delegated via email**.

If a permanent member is unable to attend a meeting, it is their responsibility to ask their alternate (from the same original Host Committee) to attend in their place, following the election order (first alternate, then second).

Alternates **cannot appoint others** to represent them.

If a permanent member resigns or is permanently absent, the Board will vote to appoint the alternate as a full member.

**Consuming alcohol** is considered grounds for **immediate dismissal from service**.

## RESPONSIBILITIES OF THE ADVISORY BOARD

1. **Makes available** to any AA member, upon request, information about ITALYPAA.
2. **Maintains communication** with the General Service Office of Italy and local service structures.
3. **Organizes and manages interpretation services.**
4. **Supports the Host Committee** with the website and all outreach activities.
5. **Guides Bid Committees** that submit a Bid to host the Convention.
6. **Selects the future Convention host cities** from the applications submitted each year.
7. **Guides the current Host Committee** throughout the organizational process.

8. **Oversees ITALYPAA**, holding **veto power** over the Host Committee if necessary.

9. **Practices transparency** in all matters.

10. **Upholds fiduciary responsibility**.

11. **Maintains archival records**.

12. Each Board member abides by these Guidelines, the **Conflict of Interest Policy**, and the **Non-Discrimination and Non-Violence Policy**.

13. Each Board member actively participates in email correspondence, the annual Convention, and **at least two scheduled meetings** between Conventions.

14. If the Host Committee becomes unable to plan and manage the Convention, the **Advisory Board assumes full responsibility** for planning or may **appoint a new Host Committee**. This action requires a **two-thirds majority vote** within the Board.

## Chairperson – Advisory Board Coordinator

The service term is **2 years** and is renewable **only once consecutively**.

### RESPONSIBILITIES:

1. **Plans, announces, and chairs** all Advisory Board and Operations Workgroup meetings (if formed).
2. **Maintains effective communication** between the Host Committee and the Advisory Board to ensure the welfare of ITALYPAA.
3. **Signs all contracts and bank accounts**, including those of the Host Committee.
4. **Signs the annual venue contract** on behalf of the Advisory Board, in collaboration with the Host Committee coordinator. If personal or professional reasons require it, another Host Committee member may be designated (with a vote by the Host Committee and ratification by the Advisory Board) to co-sign the contract.
5. **Reviews the venue contract** with at least **two qualified individuals** (e.g., previous Board members or professionals experienced in such matters)

before signing, to ensure the best possible agreement in the interest of the Convention.

6. **Informs the Board members** about the contract details and confirms with the Host Committee that the Board has reviewed the contract before signing. Using past contracts as references is strongly encouraged.

7. **Works closely with the Treasurer** to maintain an up-to-date list of all financial commitments and ensure proper execution.

8. **Keeps the Board and the Operations Workgroup** (if formed) updated on all important matters related to ITALYPAA.

9. **Supports other Board members** in fulfilling their duties.

10. **Acts as liaison** between ITALYPAA and the General Service Office, ensuring the office has accurate and updated contact information.

11. **Ensures the Secretary prepares a final report** on the Convention within **60 days** after its conclusion.

12. If a **banner or promotional material** is used, ensures it is **properly stored and maintained** by an Operations Workgroup member.

13. In case **alternates or non-host members** join the Board to fill vacancies, the Chairperson is responsible for **introducing them to Board procedures** within **two weeks** of their appointment.

14. **Oversees media interactions** or activities with healthcare institutions on behalf of the Host Committee. In line with the **11th Tradition**, all members must avoid public disclosure of their names or those of other AA members.

*Note: 11th Tradition – “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.”*

## Co-Chairperson – Advisory Board Vice-Coordinator

The term of service is **2 years**, and only **one consecutive re-election** is allowed.

### RESPONSIBILITIES:

1. **Assumes all duties and responsibilities** of the Chairperson in their absence.

2. **Stays informed** on all matters concerning ITALYPAA.
3. **Is a co-signer** on all bank accounts.
4. **Acts as liaison** between the Advisory Board and **AAWS (Alcoholics Anonymous World Services)** and **Grapevine Chair**, ensuring they are kept up to date on ITALYPAA activities.
5. **Ensures contact information** used for mailing or emailing details of the annual convention is **kept up to date** throughout the year, and coordinates updates where needed.
6. **Maintains, updates, and distributes** the Host Committee documentation, including:
  - Service positions of the ITALYPAA Host Committee
  - “Introductory Letter” for the Bid Committee
  - Sample **Planning Timeline** for the ITALYPAA Host Committee
7. **Ensures the new Host Committee is informed** of all relevant aspects of the convention (contracts, bank accounts, planning calendar, outreach, and these Guidelines).
8. After the Convention, works with the **previous Host city contacts** to gather:
  - A final hotel report
  - A **reference letter** from the hotel management (if possible), which has proven helpful in future Bids and negotiations
9. **Takes the minutes** of all **Operations Workgroup** meetings (if formed) and **Advisory Board meetings**, and sends them to Board members **within 30 days**.
10. **Stores and maintains** all ITALYPAA documents (minutes, notes, financial reports, legal records, digital assets, etc.) in the designated Drive folder.
11. **Monitors the ITALYPAA email inbox**, responds promptly to inquiries or redirects them appropriately.
12. **Reviews and prints** all official documents, including:

- These Guidelines
- “Facts, Purpose & Objectives”
- “Introductory Letter” for Bid Committees
- Documents must include **revision dates** and be made freely available to anyone.

13. Makes available, when necessary, all documents (agenda, minutes, bylaws, “Facts, Purpose & Objectives”) during meetings.

## Treasurer – Advisory Board Treasurer

The term of service is **2 years**, and only **one consecutive re-election** is allowed.

### RESPONSIBILITIES:

1. **Maintains detailed financial records** of all Board activities and makes available current-year financial records, bank statements, accounting logs, and correspondence during Board meetings.
2. **Presents financial reports** during Board meetings, summarizing all income and expenses.
3. **Provides a detailed report** of transactions and a **balance sheet** of the Board’s accounts to each member:
  - **30 days before** each convention, and
  - As soon as possible, **90 days after** each convention.
4. **Is a co-signer** on all of the Board’s bank accounts and facilitates updates to signing authority (as voted by the Board).
5. **Works closely with the Host Committee Treasurer** to ensure proper maintenance of financial records.
6. **Immediately informs the Board** of any situation that falls outside standard financial operations.
7. **Maintains copies** of the convention’s bank accounts, bank statements, and other financial documents, which are to be available to the Board for inspection.

8. **Communicates with the Host Committee Treasurer** regarding budgeting, financial planning, operations management, and any other financial matters related to the Committee and the Convention.
9. Within their service autonomy, **keeps the Operations Workgroup and the Board informed** of all authorized expenditures.

## Archivist – ITALYPAA Archivist

The term of service is **2 years**, and only **one consecutive re-election** is allowed. A past or current member of the Board may apply for the Archivist role. They must have served **at least one year** before being eligible for this position.

### RESPONSIBILITIES:

1. **Responsible for collecting, cataloging, preserving, and managing** the full set of historical and significant materials and information concerning ITALYPAA, including these Guidelines.
2. **Catalogs and protects** all archival material in **weather-resistant packaging** to prevent damage or deterioration.
3. **Works with the current Host Committee** on archival materials, including displays at the convention and the collection of materials before, during, and after the event. These materials may include, but are not limited to:
  - Committee meeting minutes
  - Programs
  - T-shirts
  - Registration flyers
  - Memorabilia
  - Written descriptions of significant items
4. **Submits archival maintenance expenses** to the Treasurer **prior to the annual Convention**.
5. **Attends the Convention** and ensures proper organization and transport of the archival display materials.



6. **Prepares and submits the annual archival report.**
7. The Archivist is **welcome to attend all Board meetings with a voice**, but has **no voting rights** unless they are a current member of the Advisory Board.
8. The Archivist **may not serve** as a member of the Operations Workgroup.

## Outreach – Event Promotion

The term of service is **2 years**, with only **one consecutive re-election** allowed.

All members of the Host Committee and Advisory Board are responsible and proactive in promoting the event.

It is recommended that a Board member or elected Outreach Committee be appointed, serving for two years.

This committee may be composed of **1 to 4 current Advisory Board members** and **any other Host Committee members** who wish to join.

The term is **not fixed**, so that the Outreach Committee can maintain **a team of active ITALYPAA community volunteers**.

As a general guideline, a **minimum of 6 months of continuous sobriety** is recommended.

If the Committee is formed, there is **no defined number of members**, but it is advisable to keep the total **functional and manageable**.

### DUTIES OF THE OUTREACH CHAIR OR OUTREACH COMMITTEE:

1. Acts as a **point of contact and information** for the annual ITALYPAA Convention and may take a **proactive role in areas** that have submitted or plan to submit a bid.
2. The **printing of promotional material** (flyers, t-shirts, gadgets) and **event promotion** at local or national events must be approved by the Advisory Board.
3. **Keeps the Board informed** of all outreach activities.
4. **Receives and encourages all ITALYPAA bid submissions.**

### DIVISION OF OUTREACH WORK WITHIN THE COMMITTEE

Each year, during the Board's annual meeting at the Convention, each Board member will be assigned **specific outreach territories or responsibilities**.

At each meeting, every member must present a **report on outreach activities** conducted since the last meeting.

With the arrival of new members to the Advisory Board, **territorial assignments will be updated** based on each member's **geographical location** and **interests**.

## Technology Chairperson – ITALYPAA Technology Coordinator

The term of service is **2 years**, with only **one consecutive re-election** allowed.

The Technology Chair is responsible for organizing and overseeing all Board activities that require the use of technology.

### THESE ACTIVITIES INCLUDE:

1. **Managing accounts and access** to the website, the Board's email account, and the Facebook page.
  - Passwords must be shared with the **Vice-Chair of the Board**.
2. **Supporting the Host Committee** in setting up the **simultaneous translation system** using transmitters:
  - Ordering and coordinating delivery of the equipment to the convention location.
  - Explaining the operation of the devices to interpreters.
  - Assisting with the rental logistics of the transmitters.
3. **Assisting with technological management** of the meeting rooms:
  - Microphones, Zoom connections, and any required tech setups.
4. **Helping the Host Committee** with the technical organization of the **dance night or social event**.

### DURATION OF SERVICE ON THE BOARD

Each Advisory Board member serves a **maximum term of 5 years**.

A member may serve as an **operational member** (Chair, Vice-Chair, Secretary, Treasurer, Technology Chair) for **no more than 4 consecutive years**, after which they return to the role of **general member** until their term ends or they are re-elected after **one year** from their last operational role.

If a member is elected to an **operational position** in their **fifth (5th) year** on the Board, their term may be **extended to a maximum of 7 years**, at the end of which they must **conclude their service** on the Advisory Board.

## EXTENSION OF THE TERM

Board members may **extend their term only once** by being elected to an **operational position** (Chair, Vice-Chair, Secretary, Treasurer, or Technology Chair).

In such a case, they will serve **an additional two-year term**, without exceeding **four years** in operational service or **seven total years** on the Board.

At the end of this period, they are **no longer eligible** to serve on the Board.

## VOLUNTARY ADVISORY SERVICE ON THE BOARD

The outgoing Chair or Vice-Chair who has ideally completed their term may be **invited to offer voluntary advisory service** to the ITALYPAA Advisory Board for **one year** after their term ends.

This voluntary role is intended to:

- **Ensure smooth knowledge transfer** and continuity of experience to the new leadership.
- **Support** other Board members upon request.
- Offer help in **any area where their past experience may benefit** the Board or the Convention.

### Notes:

- This role comes **without voting rights**.
- The individual may **participate in Board discussions** on a voluntary basis.
- They will remain part of online groups and mailing lists for **one year**, starting from the moment they **formally accept** this role.

Former leaders who completed their service are **strongly recommended** for this role as they represent examples of growth in service and commitment to the Convention.

However, the Board acknowledges that there may be **legitimate reasons** for an early resignation from a leadership role, which will be **carefully evaluated** before proposing candidates for this advisory position.

## REMOVALS FROM SERVICE

The Advisory Board may **remove a member from service** by a **two-thirds (2/3) majority vote** of the total voting members, should one or more of the following situations occur:

- A) Theft, fraud, or any deliberate conduct that harms the **financial interests or reputation** of the Convention.
- B) Significant and ongoing inability to act in the **best interest of the Convention**.
- C) Significant and ongoing inability to act in accordance with the **Twelve Traditions** and **Twelve Concepts** of AA for service-related matters.
- D) Repeated and continuous failure to fulfill **one's duties** as a member of the Advisory Board.
- E) Significant and ongoing inability to comply with these **Guidelines**, the **Conflict of Interest Policy**, and the **Guidelines on Non-Discrimination and Non-Violence**.

Within this section, the Advisory Board shall take into account AA's principle of **avoiding punitive actions** against any member personally, but must remain **mindful of its role** as a **service committee and guardian of the continuity, welfare, and experience** of the Convention.

## 6) Board Meetings

### QUORUM

A **quorum** consists of **two-thirds (2/3)** of all Board members present at any meeting. Motions and decisions require a **simple majority vote**, except in the following cases:

- A **two-thirds (2/3)** vote of the quorum is required to amend:

- These **Guidelines**
- The **Facts, Purpose and Objectives**
- The **Bid Requirements**
- The **Responsibilities of the Host Committee**

## PHONE AND/OR ONLINE MEETINGS

The Advisory Board may meet via:

- **Conference call**
- **Webcast**
- Or any other agreed-upon digital platform

...as long as a **quorum** is achieved among participants (whether in-person or remote). Board members are **expected to attend** the annual Convention.

## AGENDA ITEM SUBMISSION

- Proposed revisions or new agenda items must be **submitted to the Chair** at least **seven (7) calendar days** before any scheduled Advisory Board meeting.
- **Emergency proposals** may be added **with a majority vote** of those present, provided that quorum is met.

Any Board member may **propose items** for discussion, and the **Chair** is responsible for including them on the agenda.

**Redundant or repeated agenda items** may be reviewed and **reconsidered** only by simple majority consensus before or during the meeting.

## CONVENTION ASSIGNMENT

The meeting to select the **next Host City** is **reserved exclusively** for Board members. The election is conducted using the "**Third Legacy Procedure**."

If **no bid** is submitted:

- The Advisory Board will **urgently convene a special meeting**.
- All **current and past Advisory Board members** will be invited to attend.
- The group will attempt to:
  - Identify a **suitable host location**, or
  - Decide whether the **next Convention should be suspended**.

In the latter case, the future of the Advisory Board and its role will be determined at that emergency meeting.

## CONTRACT SIGNATURE

The **annual contract** for the hosting facility (hotel, hostel, or convention center) **must be co-signed** by:

- The **Chairperson of the Advisory Board**, and
- The **Chairperson of the Host Committee**

If personal or professional circumstances require it, another member of the Host Committee may be designated to co-sign, **upon a vote by the Host Committee** and subsequent **ratification by the Advisory Board**.

The designated member will co-sign the annual contract **together with the Board Chair**.

The **final contract must be thoroughly reviewed** before it can be signed. This section is included as a **safety measure** to protect the **financial integrity** of the Convention.

## 7) Selection of the New Host City

### BID COMMITTEES

Bids for the following year's Convention shall be submitted by Bid Committees, in accordance with the **Bid Committee Guidelines** outlined in the section "Bid Committee Requirements."

For further details, see the annex "Bid Committee and Convention Applications."

### SELECTION OF THE CONVENTION LOCATION

The **Advisory Board** holds the **exclusive and final authority** regarding the selection of the new Host City for the Convention.

The Board will encourage participation from all cities within the Convention's scope. All bids will be given **equal consideration**, regardless of size, population, or location.

The Convention site selection is carried out using the **"Third Legacy Procedure."** All Advisory Board members are entitled to vote and will vote on all matters.

**Proxy or absentee voting is not permitted.**

A clear method (audible, visual, or otherwise) may be used to obtain the **consensus of the Convention attendees** at that year's event.

The Board recognizes that while broad consensus is desirable, the goal remains to select the **most suitable Host area** for the **well-being and future of ITALYPAA**.

## CHOICE OF THE CONVENTION

All ITALYPAA conventions are identified accordingly and will also be labeled based on the **year** of the event, followed by the **name of the Host city** (e.g., **ITALYPAA 2016 MILAN**) in order to preserve the **autonomy and uniqueness** of each event.

It is recommended that ITALYPAA should **not be held in combination with any other AA activity**.

Starting from **ITALYPAA 2016**, the official full name is:

**“Italian Young People in Alcoholics Anonymous (ITALYPAA) Convention”**,  
or simply **“ITALYPAA.”**

In all materials, it should be referred to as a **“Convention”** rather than a “Conference.” This change was made in **recognition and respect** for the term “conference” as used by the **Italian General Service Office (GSO)**.

## 8) Financial Well-Being of ITALYPAA

### FINANCIAL MANAGEMENT

#### **Separation of Financial Duties.**

The purpose of this section is to ensure that ITALYPAA's financial well-being is overseen by more than one member.

The **Treasurer** must **not** be the **direct recipient** of any bank statements or other financial records related to the Convention.

All online access must be **shared** with the **three (3) signatories** of the ITALYPAA Advisory Board accounts.

All bank statements, financial data, payments, invoices, and other documents are to be received by a **member other than the Treasurer** (Coordinator, Vice-Coordinator, or Secretary).

This member is selected by a **Board decision**.

The designated member must **promptly review** all documents to ensure funds are properly maintained and accounted for, and then **forward copies** (not originals) to the Treasurer.

## FINANCIAL TRANSACTIONS.

All Advisory Board financial transactions must go through the Board's bank accounts.

### **Checks are not permitted.**

The **Coordinator or Vice-Coordinator**, and the **Treasurer**, are signatories for all Advisory Board accounts.

## EXPENSE AUTHORIZATION.

No Advisory Board member may incur expenses (except for pre-approved budget items) on behalf of the Board without first receiving **two-thirds majority approval**, unless the expenses are pre-approved or related to service operations (e.g., phone calls, postage).

## REIMBURSEMENTS

Board and Host Committee members should be reimbursed for **international calls, postage, and photocopies** made during their service.

The **Working Group** or the **Board** may choose whether or not to review and reimburse members for **other expenses** incurred during service **without prior Board authorization**.

## TRAVEL REIMBURSEMENTS.

Discussions regarding travel reimbursements will take place during Advisory Board meetings.

Funds will be distributed based on current financial status.

Any travel reimbursement will be considered **on a case-by-case basis**.

Committee members must provide:

- Proper documentation of all expenses (receipts, tickets, etc.)
- A statement explaining the **purpose of the travel on behalf of ITALYPAA**

## OTHER REIMBURSEMENTS.

Advisory Board members serving at the annual ITALYPAA Convention should be reimbursed up to **€25 per day** for **meals and lodging**, for each night spent at the hotel, including the night before the first Advisory Board meeting.

Receipts must be presented to the Advisory Treasurer for reimbursement.

Example:

A Board member attends meetings from Friday to Sunday and stays in the hotel Friday and Saturday nights. They may be reimbursed up to **€50** for the entire stay.

**Reimbursements will only be made if ITALYPAA's financial situation permits.**



## BUDGET AND OPERATING FUNDS

The Treasurer or Working Group must submit for approval a **fund distribution** of no more than **€500.00** as **start-up support** for the **new Host Committee** selected for the following year's Convention.

The Advisory Board strives to maintain:

- A **prudent reserve** of **€3,000**
- An **operating budget** of an additional **€3,000**
- A **Convention support fund** of **€2,000**, in case extra financial help is needed for the Host Committee or the annual event

These amounts are **contingent on financial conditions** and may be adjusted with a **simple majority vote** of the quorum.

## ITALYPAA PROPERTY

### Use of Advisory Board Property.

The mailing address, website, Facebook page, bank accounts, and other properties or materials of the Advisory Board may be used **only** for Advisory Board activities.

### Continuity of Ownership.

All Advisory Board materials are considered property of the **Board as a whole**, not of individual members, and must be passed on to future members.

For the website, domain ownership lies with the **legal association** or, if needed, the Board Coordinator or a delegate.

### Website.

The domain is owned by the **non-profit association “Giovani AA.”**

Management of the domain is the responsibility of the **Technology Coordinator**.

Any domain transfer must be **approved by Board vote**.

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### Facebook Page.

The Facebook page should be administered by **at least three people**:

- Two Board members
- One Host Committee member (removed after the Convention ends)

The **main email** associated with the Facebook page is that of the Advisory Board.

## DOCUMENT REVIEW

All Convention materials may be **reviewed by the Advisory Board** and changed by **simple majority vote**.

However, changes to these Guidelines, Facts, Purpose and Objectives, and the Invitation Letter for Bid Committees require a **two-thirds majority**.

The Board will review these documents every **5–10 years** to ensure their relevance and accuracy.

## ITALYPAA MAILING ADDRESS

The Advisory Board maintains a **postal address**, serving as the **official address** for all documentation and guideline revisions.

All updates must include the **location and date** of their adoption, attached to the document.

## FINANCIAL RESPONSIBILITY

The annual ITALYPAA Convention should be **self-supporting**, with mindful financial management.

Each year's Host Committee is **solely responsible** for funding the Convention, as aligned with AA's **Seventh Tradition**.

Any **surplus funds** are to be split:

- **50%:** For AA purposes, as decided by the Host Committee
- **50%:** Returned to the ITALYPAA Advisory Board to fund:
  - Start-up capital for the next Host City Convention
  - Prudent reserve
  - Operating budget
  - Support fund for future conventions

Any funds exceeding these amounts may be **distributed** to:

- Local groups/intergroups
- The host city's Area

## 9) Guidelines on Non-Discrimination and Non-Violence

It is recommended that these **Guidelines on Non-Discrimination and Non-Violence** be read aloud at the **Friday Main Meeting** during the Convention's opening session.

**Violence**—whether physical or threatened—in any form is **unacceptable** at any level. All members have the right to **feel safe and secure** at any ITALYPAA meeting, event, or related activity, as well as while serving within AA.

“For our group purpose there is but one ultimate authority—a loving God as He may express Himself in our group conscience.”

*(Tradition 2)*

“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 purpose of these guidelines is to provide a **framework for ITALYPAA** to address any unfortunate incidents involving violence, direct or indirect harassment, at the ITALYPAA Convention or its events.

The **ITALYPAA Advisory Board** and the **Host Committee** always seek to act in alignment with an **informed group conscience**.

However, in the case of an incident requiring immediate attention, it may be necessary to agree on an **emergency plan**.

When addressing any such incident, the **response must be measured and reasonable**, taking into account all the circumstances.

Members must **never place themselves in physical danger**, risk **legal repercussions**, or act as **law enforcement**.

If an incident **cannot be handled quickly and safely**, members and groups should **consider contacting the proper authorities**, such as the police.

### ITALYPAA CONVENTION DOES NOT TOLERATE:

1. **Harassment or bullying**, whether physical or verbal
2. **Discriminatory behavior**

3. **Conduct that endangers** the safety or well-being of any AA member or guest, regardless of **age, race, color, religion, sex, national origin, disability, sexual orientation, gender identity or gender expression**
4. **Efforts to misrepresent the Convention's purpose** as it relates to the **Twelve Traditions and Twelve Concepts**
5. **Incitement to public controversy**

The potential harm caused to ITALYPAA's event, unity, and AA's overall reputation by **misconduct or criminal acts** committed by individual members is a serious concern for the association.

In all matters, the ITALYPAA Convention will strive to **adhere to the spirit of the Twelve Concepts and Twelve Traditions**, with particular emphasis on **Concept XII**:

"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 none of its members shall ever be placed in a position of unqualified authority over others; that all important decisions be reached by discussion, vote, and, whenever possible, by substantial unanimity; that its actions never be personally punitive nor an incitement to public controversy; that it never perform acts of government; and that, like the Society it serves, it shall always remain democratic in thought and action."

## Annex 1. The Third Legacy Procedure

*(pages 49–50 of the AA Italy Service Manual)*

The "**Third Legacy Procedure**" refers to a **special type of election process** used when **multiple candidates** are presented for the same service position. It is considered a distinctive procedure within A.A.

The **chairperson** of the meeting begins by asking if any of the candidates believe they are **not suitable** to remain in the running for that service position.

Those names are excluded, and the remaining candidates are written on a **chalkboard or visible board**.

Voting members **cast a secret ballot**, writing down **one name per ballot**. The vote count for each candidate is displayed for all to see.

The **first candidate to receive two-thirds** of the total votes is **elected**.

If no candidate reaches the two-thirds majority on the first ballot:

- A **second ballot** is conducted.
- **Any candidate who receives less than one-fifth** of the total votes is **automatically eliminated**, **except for the top two vote-getters**.
  - If there is a tie for second place, both (or all) tied candidates remain on the list with the top candidate.
  - This rule continues in all following rounds.

After the **third ballot**, any candidate receiving **less than one-third** of the total votes is **automatically excluded**, but the **two top vote-getters** always remain.

After the **fourth ballot**, if **no candidate** has received a two-thirds majority, the **secretary proposes a fifth and final ballot**.

If the proposal is rejected by a **show of hands**, the balloting ends and the group proceeds directly to a **lottery** (drawing of names).

If **no one is elected after the fifth ballot**, a **drawing is held**, typically among the **top two or three candidates** with the most votes.

The names are written on slips of paper, and a **designated person randomly selects one name**.

The **first name drawn is elected**.

At first glance, this method may appear to introduce an element of **randomness** into a decision that should reflect majority judgment.

However, observing the process in action reveals that it is **highly effective at neutralizing the influence of factions or cliques**, which may try to sway elections in favor of particular candidates.

This method makes it **more difficult or even impossible** for such candidates to be elected, especially when a wide selection of candidates is available.

Even more importantly, a **second-place candidate**, who may be highly qualified but lacks broad support at first, is **encouraged to remain** through additional ballots instead of withdrawing prematurely.

## Annex 2. Bid Committee and Convention Applications

**Approved 14/04/2019 – Revised 15/04/2025**

A **Bid Committee** is simply a **location or geographical area** that wishes to host the annual ITALYPAA Convention (Italian Convention of Young People in Alcoholics Anonymous) and therefore applies as the **next host city**.

A Bid Committee may participate and present its intention to host the annual ITALYPAA Convention from **any location within the ITALYPAA coverage area**:

this includes **all of Italy, Italian-speaking regions of Switzerland**, and any other geographical area where an **AA message in Italian** may be desired.

All locations or areas will be given **equal consideration**.

Hosting the ITALYPAA Convention is a **great honor** and a unique opportunity to **carry the AA message**, inviting members from all over the world.

### BID GUIDELINES

To support a successful bid, the following elements are suggested:

1. One or more members of the committee must **attend the ITALYPAA Convention** and present their **interest in hosting** through a **Bid Letter**.  
A minimum of **three people** with at least **one year of sobriety** is required.
2. The Bid Committee must be ready to **provide information** to the Advisory Board regarding their **area**, and their **ability and willingness** to host.  
These materials must be submitted and a meeting organized **by 3:00 PM on Saturday** (or the first night of the Convention).  
The **host city** for the next Convention will be selected **on Saturday** during the Convention.
3. Board members will have the opportunity to **ask questions** about the bid's feasibility.

The Bid Committee is encouraged to provide the following information:

### FACILITIES

Potential venues for hosting the Convention. These may include:

**Hotels with convention rooms**

· A **combination** of hotels / private homes / institutions / theaters / universities / campgrounds / etc. and **facilities with meeting space**, such as convention centers, school auditoriums, parish halls, etc., provided they are **within walking distance** or a short car ride from each other.

#### **Meeting rooms:**

- The **main meeting room** should seat at least **250 people**.
- Additionally, a room with **at least 70 seats** and one with **at least 15 seats** are required.

#### ESTIMATED BUDGET

It is recommended to present a **preliminary estimate or quote** from a venue, including the **costs for rooms and lodging**.

Multiple venue options are encouraged.

If available, provisional **commitments from venues** and **pricing information** should be attached.

#### PROPOSED DATES

Suggested dates for the Convention should also be included.

#### APPLICATION PRESENTATION

The Bid Committee selected will become the **new ITALYPAA Host Committee**.

It must present a **venue contract** to the Advisory Board **within 60 days** of the end of the Convention.

No contract shall be legally binding for ITALYPAA until **signed by the Advisory Board Coordinator** and the **elected Host Committee Coordinator**.

Bid submissions must also include:

1. Contact information and email addresses of the Bid Committee members.
2. A list of **AA events planned within 30 days before and after** the proposed Convention dates.
3. Updates on the **AA situation in the host city**.
4. Demonstration of **financial autonomy and responsibility**, in the spirit of **AA's 12 Traditions**.

5. A **pre-registration flyer**.

If the bid is accepted, the Board will distribute the flyer during the Convention's **closing meeting** to enable pre-registration and promotion of the next event. Since contracts may not be finalized without bid approval, only the **city and dates** should be listed on the flyer.

6. If accepted, the **new Host Committee agrees to follow ITALYPAA Guidelines**.

7. By submitting a bid, the Host Committee agrees to **cover any expenses** incurred by the Advisory Board in finalizing the venue contract (e.g., site inspections, if needed).

Approval is limited to a maximum of **two (2) Board members** per trip. Any additional trips must be **evaluated and voted on** by the Board.

8. The Advisory Board is **available for all Bid Committee members** before the start of the Convention.

9. All Bid Committee members will present their proposal and are encouraged to ask questions about hosting ITALYPAA.

10. **Bid Committees are invited to attend Advisory Board meetings.**

The door is open with the hope that anyone can join at any time.

## BID PRESENTATION MEETING

Each Bid Committee will have approximately **20 minutes** to present, followed by questions from the Advisory Board.

Committees will be asked to explain **why they wish to host ITALYPAA** in their area.

Those interested in applying but **unable to present all the required materials** may discuss their situation with the Board and other committees (so-called **“talking bid”**).

## CONVENTION SITE SELECTION

See the **ITALYPAA Guidelines**, section **“Selection of the New Host City.”**

These general instructions are designed to help local Bid Committees prepare to host ITALYPAA.

We strongly recommend asking the Advisory Board any questions **as early as possible**.



The **ITALYPAA Advisory Board** is committed to **supporting every area** and will help with **any aspect** of the process.

These summary guidelines are based on the **experience of previous ITALYPAA host cities**, feedback from **trusted AA servants**, and insights from **over 60 years of Young People in AA Conventions**.

For information and contacts: [italypaa@gmail.com](mailto:italypaa@gmail.com), or reach out to the Committee Coordinator or others involved in the bid preparation.

There are many helpful resources available for support, including: the **Twelve Steps and Twelve Traditions**, the **AA Service Manual**, and others available at [www.aa.org](http://www.aa.org).

## Annex 3. Veto Procedure

Revised on -----

The **Advisory Board** holds the **primary initiative** and **active responsibility** for ensuring the **integrity and continuity** of ITALYPAA year after year.

Any decision made by the Host Committee that may be considered **harmful to the name of Alcoholics Anonymous** or to **current or future editions** of ITALYPAA is considered a **matter of utmost concern**.

If such an issue is brought to the attention of the Board, **every effort must be made to communicate the concern** to the Host Committee.

If, after being informed, the Host Committee **still chooses to proceed** with its decision, the Board may vote to **exercise a veto**.

If there is no upcoming regular Board meeting and **time is a critical factor**, the Coordinator may **call an emergency meeting** to address the matter.

To **approve a veto**, a **two-thirds majority vote** from the members present at the Board meeting is required.

If the veto is approved, the **Host Committee Coordinator** must be **informed of the decision** by the **Board Coordinator**.

## Annex 5. Suggestions for Evaluating Host Cities

Revised on -----

### BID SUBMISSION PACKET SHOULD INCLUDE:

1. A complete list of the **committee members**.
2. Any **organizational and financial report** of the committee's previous activities.
3. A description of the committee's efforts in promoting **recovery, unity, and service**.
4. Confirmation of having **read, understood, and agreed to comply** with the Guidelines.
5. A list of **major AA events** planned in the proposed region within 30 days before or after the proposed Convention dates.
6. The **proposed theme** of the Convention and **graphic materials** for promotional use.
7. Confirmation of **at least two distinct venues** capable of hosting the full Convention, including meeting space and accommodations.

### EXAMPLES OF FACTORS THAT MAY BE RELEVANT TO THE BOARD:

- **Bid Longevity:** How many consecutive years the committee has been applying.
- **Hotel Feasibility:** Signed hotel contracts or strong evidence of good-faith negotiations.
- **Committee Unity:** A cohesive committee with enough active members to host ITALYPAA.
- **Geography:** Preference may be given to areas that have **never hosted** ITALYPAA or have **hosted less frequently**.
- **Service Experience:** A committee with a proven record of handling **general service projects**.

- **Potential Future Board Members:** Whether the committee includes AA members who could later serve effectively on the ITALYPAA Advisory Board.
- **Relationship with Local AA:** Strong ties with the local AA community, whose support is vital for a successful event.
- **Financial Sustainability in alignment with the 7th Tradition:** Some situations may call for higher financial security.
- **Attitude:** Committees made up of **collaborative and easy-to-work-with members**.
- **Meaningful Communication with the Board:** Committees that actively engaged the Board during the bidding year to seek input and support.

## SUGGESTED QUESTIONS FOR BOARD MEMBERS TO CONSIDER

*(During the closed Board meeting on Saturday afternoon):*

- What have you discovered about this bid over the weekend that you didn't know before?
- What do you like most about this Bid Committee?
- What concerns you most about this bid?
- What is this bid's greatest strength?
- Do you believe this committee is ready to host ITALYPAA next year?  
If not, **why not?** (Specific reasons required)

## Annex 4. Giovani A.A. Association

**Revised on -----**

To **financially protect the Convention and its trusted servants**, a basic legal association has been established under **Italian Constitutional Article 18** and the **Civil Code**.

The **non-profit association “Giovani AA”** is the **legal entity** that safeguards the **spiritual activity** of ITALYPAA. It is a **non-profit legal association**.

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## ART. 2 – PURPOSES

*(From the bylaws of Giovani AA)*

1. The Association is **non-partisan** and **non-profit**.
2. Its purposes include in particular:
  - a) **Organizing Alcoholics Anonymous events**
  - b) **Transmitting the message of experience, strength, and hope** of Alcoholics Anonymous

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## ART. 6 – GOVERNING BODIES

The bodies of the Association are:

- The **General Assembly of Members**
- The **Board of Directors**
- The **President**

All current or former **members of the ITALYPAA Advisory Board** who are willing to participate become members of the General Assembly.

“The Assembly is the sovereign body of the Association” (Art. 7, Giovani AA Bylaws), but it holds **no spiritual decision-making power** regarding the management of the ITALYPAA Convention.

Its role is to manage the event in compliance with Italian laws and regulatory requirements.

All members of the Advisory Board also serve as members of the **Board of Directors** of the Giovani AA Association.

They are empowered to **amend the Association’s bylaws** as needed to ensure the proper functioning of the Advisory Board and the Convention.

They are also responsible for **proposing updates** to the Guidelines to bring them into alignment with Italian law.

To simplify operations, it is recommended that the **President of Giovani AA** also serve as the **Coordinator or Vice-Coordinator** of the Advisory Board, and that the **Treasurer of the Association** also serve as the **Treasurer of the Advisory Board**.

## CLARIFICATIONS ON THE “ADVISORY BOARD OR ADVISORY COMMITTEE” PARAGRAPH

1. The **COORDINATOR**, or in their absence the **VICE-COORDINATOR**, is responsible for managing the legal formalities of Giovani AA in agreement with the Board Treasurer.
2. The **bank account and the Convention website** are registered under Giovani AA.
3. All activities of Giovani AA reflect and follow the decisions of the Advisory Board.  
The Association serves the Convention’s goals and has **no independent decision-making authority**.  
It ensures that all **fiscal and legal obligations** are fulfilled in accordance with **Italian law**.

## WEBSITE AND FACEBOOK PAGE

- The domain name is owned by the **non-profit Giovani AA Association**. Domain management is assigned to the **Technology Coordinator**. Any **domain or management transfer** requires a vote by the Board.
- The **Facebook page** should be administered by at least **three people**: Two members of the Board and one member from the Host Committee, who will be **removed as admin** once the Convention concludes.  
The **primary email** associated with the page is the Advisory Board’s official email.