

ITALYPAA GUIDELINES

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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 gathering of young Alcoholics Anonymous members from across the United States and Canada became what is now the International Conference of Young People in Alcoholics Anonymous (ICYPAA), which has been held once a year 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 AA of tomorrow will be safe, and certainly wonderful, considering that you are the youngest generation of AA today.”

ITALYPAA began following the EURYPAA meeting held in Rome in 2015, where some Italian alcoholics young in age or in spirit had the opportunity to meet and get to know one another, 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 in age or in spirit gather to carry the AA message and celebrate their sobriety. ITALYPAA carries the message of recovery to alcoholics of all ages. This convention creates an opportunity for young AA members from around the world to meet and share their experience, strength, and hope as members of Alcoholics Anonymous.

With the AA Italy General Service Conference of April 2026, ITALYPAA officially became part of AA Italy.

Through the organization of an international convention, ITALYPAA aims to create a space for the annual celebration of sobriety among young members of Alcoholics Anonymous. The term “young” refers to all those who are willing to grow; alcoholism has no boundaries, including age. Everyone can become sober, recover, and be a vital part of AA as a whole.

ITALYPAA is an AA event whose primary purpose is carrying the AA message.

The Third Tradition, as illustrated in our Conference-approved literature, explains that “a group, or a group of groups, may always be formed having a ‘special interest’, whose members are either young people, or all men or all women, or clergy, or belonging to any particular category whatsoever.”

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

2) Convention Language

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

The primary languages of ITALYPAA and its charter shall be Italian and English. In deciding whether to hold the convention in Italian, in English, or bilingually, the primary responsibility for carrying the message lies with the AA community in Italy; therefore it is considered appropriate that the ITALYPAA convention remain a bilingual event, in Italian and English, to offer AA members in Italy and abroad the opportunity to come together in harmony, sharing their experience, strength, and hope.

3) The Host Committee

The newly elected Host Committee will be given the materials related to the convention, together with any individual or collective information and experience available to the members of the Advisory Board.

The Host Committee holds the primary initiative and the active responsibility for preparing and hosting the ITALYPAA convention. In view of this significant responsibility, the Host Committee must be granted a corresponding guarantee of authority and leadership to fulfill it.

Except for matters involving other committees, ITALYPAA, or AA as a whole, each Host Committee should be autonomous. In this respect, the Advisory Board's role is one of oversight.

DUTIES OF THE HOST COMMITTEE:

The Host Committee:

1. makes contact with local facilities (hotels, hostels, conference centers, etc.) for organizing the Convention.
2. makes specific arrangements and submits the contract with the hotel or identified host facility to the Advisory Board for approval.
3. Organizes the program, invites and coordinates speakers and meeting chairs, in agreement with the Board and following the experience of previous conventions. The program follows the tradition and custom of YPAA conventions worldwide, although changes may be made upon request to the Advisory Board at least 30 days before the start of the convention. In particular: - Three (3) main meetings with simultaneous translation, on Friday and Saturday evening and Sunday morning. The Advisory Board will make available the formats of previous ITALYPAA conventions in order to organize the main meetings according to custom. - A program of meetings in Italian and one in English. - The meeting program is the responsibility of the Host Committee, but the English program may be delegated to the Advisory Board. In any case, the Advisory Board may always propose speakers and work in collaboration with the Host Committee. Maximum collaboration is required in this area. - Reading welcome messages from local AA service structure members before the start of the main meetings is encouraged, in support of collaboration with the association's structures. Nonetheless, greetings to local authorities or AA servants should be limited unless strictly connected to carrying the message.
4. Organizes events connected to the convention (dance evening or other activities) in collaboration with the Board for insurance and legal matters.
5. Collaborates with the Board in providing material to interpreters (if engaged) who will carry out the translations.
6. Promotes the event through the Facebook page, participation in local events, sale of t-shirts, and distribution of flyers.
7. Provides information about the annual convention for which they are responsible to anyone who requests it, setting up and being proactive in organizing communication channels with participants or those interested in the event.
8. Promotes the collection of pre-registrations for the event before the start of the convention and keeps records of the income and expenses of their committee.
9. Consults with the Advisory Board on the financial management of the Convention for compliance with legal aspects.
10. Acts transparently on all decisions relating to the organization of the event with the Advisory Board.
11. Acts in agreement with the Advisory Board on all matters concerning the name of ITALYPAA, the name of AA, and all matters concerning the name of AA as a whole.
12. Is autonomous through its own contributions in line with AA's 7th Tradition.
13. Regularly sends the complete financial report of the activities for organizing the Convention to the Advisory Board.
14. Sends a final accounting and review report which must be submitted within sixty (60) days of the close of the Convention.
15. Keeps its own email address active until the Convention is fully completed, as required to carry out all Convention activities.
16. Delegates to the Advisory Board the responsibility of informing the local AA structure and the AA Italy General Services about the progress of the convention's organization and any other communication.
17. Acts toward the outside (e.g., journalists) or with healthcare facilities only with prior agreement and joint effort with the Advisory Board.

ELECTION OF HOST COMMITTEE MEMBERS TO THE ADVISORY BOARD

Each Host Committee elects, before the start of the convention or during the convention, the members who will serve on the Advisory Board.

All Host Committee members who served during the Convention and who have served on the Host Committee continuously for at least 6 months prior to the date of the Advisory Board election may run for election. The first 3 elected become members of the Advisory Board; the next 3 elected are designated as “alternates.” New members will be elected using the Third Legacy Procedure as described in the Service Manual. Alternates will begin their service in place of a member unable to complete their term on the Advisory Board.

4) Relationship between Advisory Board and Host Committee

The Advisory Board takes a proactive role in assisting the current Host Committee throughout the time of planning, organizing, and ensuring the wellbeing of the Convention. It also makes itself available to the current Host Committee and to all Bid Committees to offer any assistance it is able to provide.

The relationship between the two committees, Host and Advisory, 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 the previous convention held by the Advisory Board and its members, including contracts with host facilities (hotels, hostels, conference centers, etc.) from all previous conventions.

INSURANCE OR OTHER ADMINISTRATIVE AND TAX OBLIGATIONS

All tax and administrative obligations are the responsibility of the Advisory Board; therefore, if it becomes necessary to take out an insurance policy, comply with SIAE requirements, or handle other obligations, the Host Committee is required to vote on the initiative requiring such assistance and present it to the Advisory Board, which will assess its feasibility with the goal of ensuring the safety and wellbeing of the Convention and its participants. A negative opinion from the Advisory Board must be justified and may be reconsidered provided a revised proposal is submitted that takes the Board's concerns into account.

RIGHT OF VETO

The Advisory Board reserves the right to veto any action of the Host Committee; this is legally necessary and consistent with sound principles.

TRANSLATORS AND INTERPRETERS

Managing translators is a Host Committee task, while making arrangements with translation companies or institutes is the responsibility of the Advisory Board, unless there is a member within the Host Committee with relevant experience able to handle this service. In that case, a motion must be presented to the Advisory Board specifying the reasons for the request and providing all information on how the project will be managed. Monthly updates will be sent to the Advisory Board.

HOST COMMITTEE RESPONSIBILITY FOR EXPENSES, FUND TRANSFER, ARCHIVING

The ITALYPAA convention should be self-sufficient through its own contributions, in accordance with the 7th Tradition. The Host Committee of ITALYPAA for each year is solely responsible for the costs incurred in producing that year's ITALYPAA convention, and the group conscience of the Host Committee is guided by the spiritual principles of the 6th and 7th Traditions in all its decisions. Any funds exceeding the actual costs of the ITALYPAA convention will be split, with half (50%) allocated to AA's 7th Tradition at the discretion of the Host Committee's group conscience decisions.

The other half (50%) of the surplus funds will be transferred to the ITALYPAA Advisory Board to replenish the prudent reserve, the operating budget, and the convention support fund, as well as the fund supporting the startup of the new host city. Any funds exceeding these amounts [see 8) Financial Wellbeing of ITALYPAA > Budget and Operating Funds] will be distributed to local intergroups, areas, zones, and Italian General Services. A complete financial report for each ITALYPAA convention must be regularly provided to the Advisory Board ahead of the convention (45 days before the convention begins); and a final accounting and an auditable report must be submitted within sixty (60) days of the close of the ITALYPAA convention.

5) Advisory Board or Advisory Committee

The Advisory Board is a rotating service committee made up of elected members of previous Host Committees, and is a service body directly accountable to all AA members who wish to participate in anything related to ITALYPAA.

The Advisory Board is the custodian of the Convention.

The Advisory Board is the legal guardian and spiritual servant of the ITALYPAA Convention.

Members of the ITALYPAA Advisory Board act as guarantors of the integrity and experience of the Convention.

GENERAL ROLE OF THE ADVISORY BOARD

The Advisory Board must work to maintain ITALYPAA's continuity and encourage the participation of Alcoholics Anonymous members in the Convention.

COMPOSITION

Every member of the Advisory Board has been a member of one of the Host Committees of previous conventions. Each previous host city is represented by a maximum of 3 members from their Host Committee and 2 members appointed to represent other geographic areas.

Advisory Board members are divided into:

- General members (members who have no operational service role on the Committee but have voting rights). Newly elected Host Committee members joining the Advisory Board serve at least one year as general members.
- Operational members who have taken on an operational service role on the Committee: Chairperson, Co-Chairperson, Secretary, and Treasurer, as members of the Operating Work Group. Also considered operational members are all elected committee servants described in this document, such as the person responsible for outreach (event promotion), the technology coordinator, the archivist, etc.

NON-HOST BOARD MEMBERS

The Advisory Board may request the participation of an AA member who is not affiliated with a previous host city (also called the convention's host city), in order to bring to the Board representation of geographic areas and/or non-host members deemed by the Board to be useful to the best interests of ITALYPAA itself. No more than three non-host representative members may be present on the Advisory Board.

NON-ATTENDANCE

An Advisory Board member who does not attend the Convention and at least one of the two scheduled meetings is considered to have voluntarily resigned, unless they request to remain on the Committee and the Advisory Board subsequently votes by majority to approve it. Determining the validity of the attendance of an Advisory Board member who arrives late to a meeting or leaves before its conclusion is at the discretion of the Committee Chairperson. Drinking alcohol is considered a resignation from service.

RESPONSIBILITIES OF THE ADVISORY BOARD:

1. Makes information regarding ITALYPAA available to any AA member who requests it.
2. Maintains contact with the Italian General Services office and local service structures.
3. Organizes and manages the interpretation service.
4. Supports the Host Committee with the website and all outreach activities.
5. Guides the Bid Committees that have submitted a bid to the Convention.
6. Selects future convention sites among the bids submitted each Convention year (Bid Committees).
7. Acts as a guide for the current Host Committee.
8. Oversees ITALYPAA with veto power over the Host Committee.

9. Practices transparency in the management of affairs.
10. Upholds fiduciary responsibility.
11. Maintains the archives.
12. Each Board member adheres to these Guidelines, to the Conflict of Interest Guidelines, and to the Non-Discrimination and Non-Violence Guidelines.
13. Each Board member participates in email correspondence, the annual convention, and at least two scheduled meetings between one convention and the next.
14. In the event the Host Committee is unable to plan and run the Convention, the Advisory Board takes on the role of planning the Convention or delegates a new Host Committee chosen by the Advisory Board itself. This action may be taken with a two-thirds majority within the Advisory Board.

CHAIRPERSON – Advisory Board Chairperson

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

1. Plans, announces, and leads all Board and Operating Committee meetings, if formed.
2. Maintains an effective relationship between the Host Committee and the Board to ensure ITALYPAA's wellbeing is pursued.
3. Is a signatory on 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 chairperson. By vote of the Host Committee and ratification by vote of the Advisory Board, another Host Committee member may be designated if personal or professional circumstances require it. The designated Host Committee member will co-sign the annual contract.
5. Before signing, the Chairperson will verify the details of the annual venue contract with at least two (2) qualified persons familiar with such contracts. These may be former Board members and/or other qualified members outside the Board itself. This is to ensure the best possible contract for the host facility in the general interest of the Convention.
6. The Chairperson informs Board members of the details of the venue contract and confirms to the Host Committee that the Board has reviewed the contract prior to signing. Using previous years' contracts as a reference is strongly encouraged.
7. Works together with the Treasurer to maintain an effective list of all financial commitments and ensure they are fulfilled.
8. Keeps all Board members, and, if formed, the Operating Work Group, informed on all important matters relating to ITALYPAA.
9. Takes responsibility for supporting other Board members in completing their duties.
10. Acts as the liaison servant between ITALYPAA and the General Services office and ensures the General Services Office has the contacts needed for dialogue and collaboration with the ITALYPAA Convention.
11. Ensures the Secretary prepares a closing report on the just-concluded convention within 60 days of the convention's end.
12. If a Convention banner or other sponsorship material is used, ensures its storage, care, and maintenance by a member of the Operating Committee.
13. In the event alternates or non-host members join the Board to fill vacant roles, the Chairperson will present them with an overview of how the Board operates within two (2) weeks of such members joining the Board.
14. The Chairperson organizes and oversees, on behalf of the Host Committee, any activities involving local media or healthcare facilities. In accordance with the 11th Tradition, every member strives not to disclose their own name or the names of other AA members. (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.)

CO-CHAIRPERSON – Advisory Board Co-Chairperson

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

1. In the Chairperson's absence, assumes all responsibilities and duties.
2. Is informed of all matters concerning ITALYPAA.
3. Is one of the signatories on the bank accounts.
4. Acts as liaison between the Advisory Board and AAWS and the Grapevine Chair so they remain updated on ITALYPAA.
5. Ensures that the contact information needed to send annual convention details by mail or email is kept up to date throughout the year, and arranges or coordinates updates where necessary.
6. Maintains, updates, and distributes the Host Committee details, consisting of:
 7. ITALYPAA Host Committee service positions
 8. Information on how to host ITALYPAA (Introduction Letter for the Bid Committee)
 9. Sample ITALYPAA Host Committee planning calendar
10. Ensures the new Host Committee is informed on all relevant aspects of the Convention (contracts, bank accounts, planning calendar, outreach, and this document)
11. After the annual Convention concludes, works with the previous host city's contacts to obtain a final hotel report and, where possible, a favorable reference letter from hotel management. This information has proven very useful in bid considerations and negotiations.
12. Writes the minutes of all Operating Work Group meetings (if present) and Advisory Board meetings and sends them to committee members within 30 days of the meeting.
13. Preserves and maintains all information about ITALYPAA (minutes, notes, reports, documents, recordings, legal correspondence, digital assets, etc.) in the Drive.
14. Checks the ITALYPAA email correspondence, promptly responds to all requests or forwards them to the appropriate person.
15. Reviews and prints all documents, including this document, Facts, Purpose & Aims, and the Introduction Letter for the Bid Committee. These documents should contain revision dates and be freely available to anyone.
16. Makes available, if necessary, all documents, including the agenda, minutes, charter, and Facts, Purpose and Aims during meetings.

TREASURER

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

1. Maintains detailed financial records of all Board activities and makes available current-year financial records, bank statements, accounting records, and correspondence during Council meetings.
2. Presents financial reports during Board meetings, summarizing all income and expenses.
3. Provides a detailed transaction report and a balance sheet of the Council's accounts to each member, 30 days before, and as soon as possible, 90 days after each convention.
4. Is a signatory on all Council bank accounts and facilitates any signature updates (as voted by the Board).
5. Collaborates with the Host Committee treasurer to ensure proper management of financial records.
6. Immediately informs the Board of any situation outside of normal financial management.
7. Keeps copies of convention bank accounts, statements, and other financial documents available to the Board for review.
8. Communicates with the Host Committee's treasurer regarding budget, financial planning, operational management, and any other financial matters relating to the Committee and the Convention.
9. Within their service autonomy, always informs the Operating Work Group and the Board of every authorized expense.

ARCHIVIST

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

A past or present Council member may run for Archivist. This person must have served for at least one year before being admitted to the Archivist service.

1. Is responsible for collecting, cataloging, preserving, and managing the body of historical materials and information of value regarding ITALYPAA, including these guidelines.
2. Catalogs and protects all archive materials in protective, weather-resistant packaging so that ITALYPAA materials do not suffer damage or deterioration.
3. Works with the current Host Committee on archival material, including displays during the convention, and the acquisition of materials before, during, and after the convention. Such materials should include, but are not limited to: committee meeting minutes, programs, t-shirts, registration flyers, memorabilia, and other items of historical significance to the Host Committee, together with a written description of significant items.
4. Sends the treasurer the expenses for maintaining the archive before the annual convention.
5. The Archivist attends the Convention and arranges for the proper transport and display of the aforementioned archival materials at the convention, and for submitting the annual report. The Archivist is welcome at all Council meetings with voice but no vote unless they are a member of the current Advisory Board. The Archivist may not be a member of the Operating Work Group.

OUTREACH (event sponsorship)

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

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

It is recommended that a Board member be identified, or an Outreach Committee elected, serving a two-year term and made up of 1 to 4 current Advisory Board members plus any other Host Committee member who wishes to join. Their term of service will have no fixed duration, so that the ITALYPAA Outreach Committee can maintain a team of active volunteers from the ITALYPAA community.

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 for this committee; however, it is advisable to keep the actual number of members at a functional and manageable total.

The Outreach lead or Outreach Committee:

1. will act as the point of contact and information regarding the annual ITALYPAA Convention and may proactively pursue possible (or already known) bid or invitation opportunities.
2. will oversee the printing of promotional materials, such as flyers, t-shirts, or other merchandise agreed with the Advisory Board, as well as sponsorship activities at local or national events.
3. Informs the Board of all activities carried out.
4. The Outreach lead or Committee receives and encourages all bid requests for the ITALYPAA Convention (BID).

DIVISION OF WORK AREAS ON THE COMMITTEE

Each year, during the Board's annual meeting held at the Convention, each Board member will be assigned specific areas, within the Convention's scope of operation, for outreach activities.

At each meeting, each member will present a report of outreach activities carried out since the last meeting.

As new members join the Advisory Board, territorial assignments will be adjusted based on each member's geographic location and interests.

TECHNOLOGY COORDINATOR

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

The Technology Coordinator is responsible for organizing and overseeing the Board's activities that require the use of technology.

These activities include:

1. Managing accounts and access to the website, the Board's email, and the Facebook page. Access passwords are shared with the Board's Co-Chairperson.
2. Supporting the Host Committee in organizing the translation system with radio receivers, handling their ordering and arrival at the convention venue, and explaining their operation to interpreters, as well as assisting with the organization of receiver rentals.
3. Supporting the Host Committee in the technological management of meeting rooms (microphones, Zoom connections, etc.).
4. Supporting the Host Committee in organizing the dance evening.

DURATION OF SERVICE ON THE BOARD

Each Board member remains in service for a maximum of 5 years. They may serve as an operational member for a maximum of 4 consecutive years, after which they return to being a general member until the end of their term or until re-election after one year since their last operational service. If elected to an operational role in their fifth (5th) year on the Board, the member may extend their presence on the Board up to a maximum of 7 years, after which they permanently end their service on the Advisory Board.

EXTENSION OF TERM

Advisory Board members may extend their time on the Board only once, through election to an operational position (Chairperson, Co-Chairperson, Secretary, Treasurer, and Technology Coordinator). In that case, they will serve an additional two-year term (without exceeding a total of four years on the Operating Committee or seven years overall on the Board). At the end of that period, they will no longer be eligible to be part of the Board.

VOLUNTARY SERVICE ON THE BOARD

An outgoing Board Chairperson or Co-Chairperson, or a Chairperson or Co-Chairperson who has ideally completed their term, may be invited to offer voluntary advisory service to the ITALYPAA Advisory Board for a period of 1 year after the end of their term.

In order to ensure a smooth transition of knowledge and experience toward the new Advisory Board leadership, this voluntary service is intended to provide advisory support to other Board members, if requested, and to help in any area where the experience gained may be useful to the Board or the Convention.

- This will be a non-voting service with regard to any Board activity.
- The person may participate in Board discussions on a voluntary basis.
- They will remain included in online discussion groups and mailing lists for a period of 1 year, starting from the moment they formally accept this role.

Former Board leaders who have completed their term are particularly recommended for this role, as they represent a valid example of growth in service and dedication to the Convention.

The Council recognizes, however, that legitimate circumstances may arise that lead a Chairperson to end their term early. Such situations will be carefully evaluated before proposing one or more candidates for this role, when necessary.

REMOVAL FROM SERVICE

The Advisory Board may remove a member from service by a 2/3 majority of the total voting members of the Advisory Board, should one or more of the following conditions occur:

- A) Theft, fraud, or other deliberate conduct that harms the financial interests or reputation of the Convention.
- B) Significant and persistent inability to act in the best interest of the Convention.
- C) Significant and persistent inability to act in accordance with the Twelve Traditions and the Twelve Concepts of AA for service in matters concerning the Convention.
- D) Persistent failure to fulfill one's duties as a member of the Advisory Board.

E) Significant and persistent inability to act in accordance with these Guidelines, the Conflict of Interest Guidelines, and the Non-Discrimination and Non-Violence Guidelines.

Within this section, the Advisory Board bears in mind the AA principle of refraining from taking punitive action against any member personally, but must remain mindful of the Advisory Board's role as a service committee and guardian of the continuity, wellbeing, and experience of the Convention.

6) Board Meetings

Quorum. A quorum consists of 2/3 of Council members at any meeting. Motions and decisions will require a simple majority vote. A 2/3 vote of the quorum is required to change these Guidelines, Facts, Purpose and Aims, the Bid requirements, or the Host Committee's Responsibilities.

Phone and/or online meetings. The Advisory Board may meet via conference call, webcast, or other means, provided a quorum is present among members participating in person or through other means. They are required to attend the annual convention.

Submission of agenda items. Proposed revisions or other agenda items must be submitted to the Chairperson for inclusion on the agenda at least seven calendar days before an Advisory Board meeting. However, emergency proposals may be added to the agenda with a majority vote of Advisory Board members present, provided a quorum is reached. Agenda items may be proposed by any Board member and will be brought up for discussion by the Board Chairperson. Redundant agenda items will be reviewed and may be re-added with a simple majority consensus before or during any meeting.

Convention Assignment. The meeting to decide the new host city is reserved for Board members only. The election takes place using the "Third Legacy Procedure."

If no bid proposal is submitted, the Advisory Board will urgently convene a meeting. All past and present Advisory Board members will be invited to the assembly and will try to find a suitable location for the Convention or determine whether the Convention should be suspended. In the latter case, the subsequent fate of the Advisory Board and its functions must be determined at that meeting.

CONTRACT SIGNING

The annual contract for the host facility (hotel, hostel, conference center) must be co-signed by the Advisory Board Chairperson and the Host Committee Chairperson. By vote of the Host Committee and ratification by vote of the Advisory Board, another Host Committee member may be designated if personal or professional circumstances require it. The designated Host Committee member will co-sign the annual contract together with the Board Chairperson.

The final contract will be carefully reviewed before it can be signed.

7) Selection of the New Host City

Bid Committees. Bids for the following year's Convention will be submitted by Bid Committees, in accordance with the bid guidelines set out in the Bid Committee Requirements section. For further information on this, see the appendix "Bid Committee and Convention Bids."

SELECTION OF THE CONVENTION LOCATION

The Advisory Board will have exclusive and final authority over the selection of the Convention's new host city. The Advisory Board will encourage participation from all cities within the Convention. All bids will be given equal consideration, regardless of size, population, or location. Site selection for the Convention is carried out according to:

"Third Legacy Procedure." All Advisory Board members have one vote and will vote on all matters. Voting by absentee ballot or by proxy is not permitted.

An audible, visual, or other method for gauging the consent of that year's Convention participants.

The Board acknowledges that, while broad consensus is desired, efforts will be made to identify a host area best suited to the wellbeing and future of ITALYPAA.

CONVENTION NAMING

All ITALYPAA conventions are identified, and will be further distinguished, by the year in which the Convention takes place followed by the name of the host city (e.g., ITALYPAA 2016 MILAN), in order to preserve the autonomy and specific character of each event. It is hoped that the ITALYPAA event will never be held in combination with any other AA activity.

Starting with ITALYPAA 2016, the full name will be known as the “Italian Young People in Alcoholics Anonymous (‘ITALYPAA’) convention” or “ITALYPAA” for short, and in all materials it should be referred to as a “Convention” rather than a “Conference.” This change was made in recognition of and respect for the use of the term “Conference” by the GSO (Italian General Services).

8) Financial Wellbeing of ITALYPAA

FINANCIAL MANAGEMENT

Separation of financial duties. The purpose of this section is to ensure that financial wellbeing is overseen by more than one member.

The Treasurer must not be the direct recipient of any bank statement or other financial statement or information relating to the Convention. All online access will be shared with the (3) signatories of the ITALYPAA Advisory Board accounts. All bank statements, financial data, payments, invoices, and other documents are addressed to and received by a member other than the Treasurer (Chairperson, Co-Chairperson, or Secretary). The choice of the member referred to in this section is made by Board decision. The designated member promptly reviews all financial documents and information as soon as they receive them, to confirm that Convention funds are properly maintained and accounted for, and then promptly forwards copies of such documents (but not the originals) to the Treasurer.

Resources. Financial resources are deposited in a bank account held in the name of AA Italia APS – Internal Committee and/or in a virtual deposit account linked to that account. The account signatories are the National Secretary and the Administrative Trustee of AA Italia APS, the Chairperson, and the Treasurer of the Advisory Board. For ITALYPAA purposes, operation of the account is reserved to the Advisory Board's signatories.

Authorization to incur expenses. No Advisory Board member will incur expenses (other than pre-approved budget items) on behalf of the Advisory Board without first receiving two-thirds majority approval, unless the expenses are pre-approved or related to the servant's operational needs (phone calls, postage, etc.).

REIMBURSEMENTS

Board and Host Committee members should be reimbursed for international phone calls, postage, and expenses incurred in their service.

Travel reimbursements. Discussion of travel reimbursement will take place during Advisory Board meetings. Funds will be distributed based on the current financial situation.

Reimbursement of any type of travel will be handled on a case-by-case basis. Committee members will be required to provide proper documentation of all expenses (i.e., receipts, tickets, etc.) and the reasons for travel on behalf of ITALYPAA.

Other reimbursements. Advisory Board members serving the annual ITALYPAA Convention should be reimbursed up to a maximum of €25 per day for expenses incurred for food and lodging for each night spent at the hotel, including the night before the day on which the first Council meeting is held. Receipts must be submitted to the Advisory Treasurer for reimbursement. To clarify: suppose a Council member attends Board meetings from Friday to Sunday, staying at the hotel Friday and Saturday night; reimbursement will be capped at €50 for the entire stay. All reimbursements will only be made if ITALYPAA's financial situation permits.

BUDGET AND OPERATING FUNDS

The Treasurer or the Operating Work Group must submit for approval the distribution of funds, not exceeding €500.00, as startup support for the new Host Committee selected for next year's Convention. The Advisory Board strives to maintain a prudent reserve of €3,000, plus an operating budget of an additional €3,000. It also aims to maintain a convention support fund of €2,000, in case additional financial support is needed for the annual Convention and the Host Committee.

The prudent reserve, the operating budget, and the convention support fund are contingent figures dependent on current economic conditions and may be modified by a simple majority vote of the quorum.

ITALYPAA PROPERTY

Use of Advisory Board property. The postal address, website, Facebook page, bank accounts, and other property and materials of the Advisory Board must not be used for anything other than Advisory Board activity.

Continuity of ownership by the Advisory Board. All Advisory Board materials are considered the property of the Advisory Board as a whole, not of its individual members, and must therefore be handed down to future Advisory Board members.

Website. Ownership of the domain belongs to ITALYPAA. Domain management is reserved to the Technology Coordinator. Transfer of the domain or its management is voted on by the Board.

Facebook page. The Facebook page should be administered by at least 3 people: 2 Board members and 1 Host Committee member, who is removed from the administrator role once the convention concludes. The main email address associated with the ITALYPAA Facebook page is the Advisory Board's email address.

DOCUMENT REVIEW

All convention materials may be revised by the Advisory Board and voted on by simple majority.

These Guidelines, Facts, Purpose and Aims, and the Introduction Letter for Bid Committees are amended by a 2/3 majority.

The Board will review these documents every 5–10 years to ensure meeting duties are fulfilled and that all sections are up to date.

ITALYPAA postal address. The Advisory Board maintains a postal address that will serve as the official postal address for the Advisory Board. All documents and revisions to this charter must include the place and date of adoption attached as part of the document.

RESPONSIBILITY FOR EXPENSES

The annual ITALYPAA Convention should be self-sufficient and mindful of its economic management. The Host Committee of ITALYPAA for each year is solely responsible for the economic sustainability of organizing the ITALYPAA Convention, as suggested by the 7th Tradition. Funds exceeding the actual cost of the ITALYPAA Convention are split in half (50%), used for AA purposes at the Host Committee's discretion, while the remaining half (50%) is allocated to the ITALYPAA Advisory Board and to ITALYPAA itself, to fund the annual startup capital for the convention of the new host city, the prudent reserve, the operating budget, and the convention support fund. All funds exceeding these amounts will be paid out to local groups/intergroups, the host city's area, and the GSO (Italian General Services).

9) Non-Discrimination and Non-Violence Guidelines

It is recommended that these Non-Discrimination and Non-Violence Guidelines be read at the convention's opening Friday Main Meeting.

Violence (physical or threatened) in any form is unacceptable at any level. All members have the right to feel safe and secure at any meeting, event, or activity related to the ITALYPAA convention and during AA services. "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 of violence, direct or indirect harassment at the ITALYPAA convention or its events.

The ITALYPAA Advisory Board and Host Committee always seek to act on an informed group conscience vote. However, in the event of an incident requiring immediate attention, it may be necessary to agree on an emergency plan. In addressing any incident, the response must be measured and reasonable, taking all circumstances into account. Members must never place themselves in physical danger, risk legal repercussions, or act as law enforcement officers. If an incident cannot be handled quickly and safely, members and groups should consider contacting the relevant authorities, e.g., the police.

The ITALYPAA convention does not tolerate:

1. Harassment or bullying (physical or verbal)
2. Discriminatory behavior
3. Conduct that endangers the safety or wellbeing of any AA member or AA guest regardless of age, race, color, religion, sex, national origin, disability, sexual orientation, gender identity, or gender expression;
4. Efforts to misrepresent the intent of the convention within the framework of the Twelve Traditions and Twelve Concepts
5. Incitement to public controversy

The potential harm to the ITALYPAA event and to the overall unity and reputation of AA arising from unlawful or criminal acts by individual members is a matter of natural concern to the association. In all matters, the ITALYPAA convention will always seek to adhere to the spirit of the Twelve Concepts and Twelve Traditions, with particular emphasis on the Twelfth Concept: “The Conference shall observe the spirit of AA 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, by substantial unanimity; that its actions never be personally punitive nor an incitement to public controversy; that it never perform any acts of government; and that, like the Society it serves, it will always remain democratic in thought and action.”

Appendix 1. The Third Legacy Procedure

(pp. 49–50, AA Italy Service Manual)

The “Third Legacy Procedure” refers to a special type of electoral procedure that can be used when there are multiple candidates for the same service position; it is considered a characteristic AA procedure.

The chair of the meeting asks whether any of the candidates feels they are not suited to remain in that type of service, and those names are withdrawn, while the remaining names are written on the board.

Those entitled to vote cast a secret ballot for one name per round. The vote count for each candidate is recorded on the board. The first candidate to receive two-thirds of the total votes is elected.

If no candidate reaches that majority on the first ballot, a second ballot is held, and any candidate receiving fewer than one-fifth of the votes is automatically eliminated, except for the two candidates who received the most votes. If there is a tie for second place between two candidates, both remain on the list along with the top vote-getter. This same rule applies to subsequent ballots.

After the third ballot, candidates with fewer than one-third of the total votes are automatically eliminated, while the two top vote-getters remain regardless.

After the fourth ballot, if no candidate reaches two-thirds of the total, the meeting secretary proposes proceeding to a fifth ballot. If the motion is rejected by a show of hands, the balloting is set aside and the process moves immediately to a drawing of lots.

If the election is still undecided after the fifth ballot, a drawing of lots takes place, usually involving only the two or three candidates who received the most votes. Names are then drawn by a teller, and the first name drawn is elected.

At first glance, the method seems to introduce a strong element of randomness into a decision that should depend on the judgment of the majority. However, observing the procedure as it is applied, one notices how effective it is at eliminating the influence of “factions” or “currents” on the election of particular candidates.

In fact, the path a candidate backed by such a faction would need to take to be elected is made even more difficult, if not impossible, given that voters have a wide selection of candidates. More importantly, the candidate who comes in second — perhaps excellently qualified but without broad popular support yet — is encouraged to remain for subsequent ballots rather than withdraw.

Appendix 2. Bid Committee and Convention Bids

Approved 14/4/2019 – Revised 15/04/2025

A Bid Committee (BID) is simply a locality or geographic area that wishes to host the annual ITALYPAA convention (European Convention of Young People in Alcoholics Anonymous) and therefore decides to submit a bid to become the next host city of the convention.

A Bid Committee may participate and present its intent to host the annual ITALYPAA convention from any location within the area covered by ITALYPAA: the entire Italian territory, Italian-speaking Switzerland, and any other geographic area where a community exists in which carrying the AA message in Italian is desirable. All localities or geographic areas will be given equal consideration. The ITALYPAA convention is a great honor and a great opportunity to carry the AA message, inviting other AA members from all regions of the world to participate.

To have a bid submitted by a Bid Committee to host the ITALYPAA convention accepted, it is helpful to follow these guidelines:

1. One or more members of the Committee must attend the ITALYPAA convention and present their interest in hosting the annual convention through a Letter of Invitation/Bid. This should involve a minimum of 3 people who have at least one year of sobriety.
2. The Bid Committee must be prepared to give the ITALYPAA Advisory Board information about its geographic area and its ability and desire to host the convention. This information must be submitted, and the meeting organized, before 3pm on Saturday or the first night of the convention. The next location to host the convention will be decided on Saturday during the convention.
3. Members of the ITALYPAA Board will then have the opportunity to ask questions about the feasibility of the bid.

The Bid Committee should provide the following information:

4. Possible facilities that can host the convention. This may involve: hotels with meeting rooms suitable for a convention; or a combination of hotel / private accommodations / institutions / theaters / universities / campgrounds / etc. and facilities with meeting room characteristics, convention meeting centers, school auditoriums, parish halls or similar, provided they are within walking distance or a short drive of one another.

Meeting rooms:

- for the main meetings, they should have a capacity to seat a minimum of 250 people.
- also required as part of the estimate: a room seating a minimum of 70 people and one seating a minimum of 15 people.

Cost estimate. It is advisable to present the committee with an estimate or preliminary quote from a facility covering the costs of the rooms and participant lodging. It is recommended to have more than one possible facility option available to host the event. If available, provisional agreements made with the facility and cost information should be attached.

Proposed dates. It is also useful to include proposed dates for the convention.

SUBMITTING THE APPLICATION

The Bid Committee to which the convention is awarded becomes the new ITALYPAA Host Committee.

It commits to submitting a venue contract to the Advisory Board within 60 days of the end of the convention. No contract with the convention's host facility will be legally binding on ITALYPAA until it is signed by the ITALYPAA Advisory Board Chairperson and the duly elected Host Committee Chairperson.

1. Bids must include the contacts and email addresses of the Bid Committee members.
2. A list of events scheduled within 30 days before and after the proposed Convention dates must be attached to the bid.
3. The Bid Committee is required to provide an update on the AA situation in the host city.

4. Bid Committees should be able to demonstrate autonomy and financial responsibility, in the spirit of AA's 12 Traditions.
5. A pre-registration flyer should be included with the bid. If the convention is awarded, the Board will make copies of the flyer available at the convention's closing meeting to allow pre-registrations to begin and to start sponsorship activities for the new event. Since venue and hotel contracts may not be binding without the convention being awarded, it is advisable to include only the dates and city on the pre-registration flyer.
6. If the bid is accepted, the new Host Committee agrees to operate in accordance with the ITALYPAA Guidelines.
7. By submitting a bid, the Host Committee agrees to bear any costs incurred by the Advisory Board in finalizing the contract, such as site visits to the possible venue, if necessary. Approval is granted to a maximum of two (2) Board members at a time, and any additional travel will be evaluated case by case and also voted on by the Board.
8. The Advisory Board is available to all Bid Committee members before the start of the Convention.
9. All Bid Committee members will present their proposal and will be encouraged to ask questions about the possibility of hosting ITALYPAA.
10. Bid Committees are invited to ITALYPAA Advisory Board meetings. The door is open, with the wish that anyone may attend at any time.

BID PRESENTATION MEETING

Bid presentations last about 20 minutes for each Bid Committee (BID), which may be followed by questions from the ITALYPAA Board.

Bid Committees will be asked to explain the reasons they wish to host ITALYPAA in their area.

Those who are interested in submitting a bid but are unable to present the information described above may discuss their situation with the Board and other Bid Committees (a "talking bid").

SELECTION OF THE CONVENTION LOCATION

See the ITALYPAA Guidelines under "Selection of the New Host City."

This general information is intended to help local Bid Committees prepare to host ITALYPAA. We recommend that any questions be directed to the ITALYPAA Board as soon as possible.

The ITALYPAA Advisory Board is committed to helping, and will help, any interested area with any question. This summary information is based on the overall experience of previous ITALYPAA host areas, consultation with trusted AA servants, and other key elements drawn from the experience of similar conventions over the last 60 years of Young People in AA. For information and contact: italypaa@gmail.com, along with the contacts of the Committee Chairperson and other members already involved in preparing the bid.

Many useful resources are available to assist in this process, such as the Twelve Steps and Twelve Traditions, the AA Service Manual, and many others, which can be found at www.aa.org.

Appendix 3. Veto Procedure

The Advisory Board has the primary initiative and active responsibility for ensuring the integrity and continuity of ITALYPAA year after year. Any Host Committee decision that could be considered harmful to the name of Alcoholics Anonymous, or to present or future editions of ITALYPAA, is a matter of the utmost concern.

If such a matter is brought to the Board's attention, every effort will be made to communicate the concern to the Host Committee.

If, after being informed, the Host Committee decides to maintain its position anyway, the Board may vote to exercise its veto.

If no Board meeting is scheduled soon and time is a critical factor, the Chairperson may call an emergency meeting to address the matter. Approving a veto requires a favorable vote from $2/3$ of the Board members present at the meeting.

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

Appendix 4. Suggestions for Evaluating Host Cities

Bid submission package:

1. a complete list of committee members.
2. any organizational and financial report on the committee's activities.
3. A description of the committee's efforts to promote: recovery, unity, and service.
4. Reading, understanding, and acceptance of compliance with the Guidelines.
5. Submission of a list of the main AA activities planned in the bid's region close to the proposed convention dates.
6. Submission of the proposed theme for the convention and the graphics to be used in sponsorship materials.
7. Presentation of a commitment from at least two distinct facilities capable of hosting the entire convention, both for rooms and for meeting spaces.

Examples of factors that might be important to the Board

- Longevity of the bid (how long a committee has been bidding continuously)
- Hotel feasibility (contracts with hotels showing positive collaboration potential)
- Committee unity (a cohesive committee, with enough operational people to host ITALYPAA)
- Geography (an area that has never hosted ITALYPAA, or that has hosted it too recently)
- Service experience (a committee that has demonstrated the ability to manage general service projects as a group)
- Future Board members (a committee made up of AA members who could become valid ITALYPAA Advisory Board members)
- Relationships with local AA (ties with the local AA community are a strength, since their support will be needed to successfully organize ITALYPAA)
- Financial sustainability of the bid for the 7th Tradition (in some situations ITALYPAA needs greater financial security than in others)
- Attitude (committees made up of collaborative people who are easy to work with)
- Meaningful communication with the Board (committees that, during their bid year, actively engaged with the Board and drew on its ideas and experience)

Sample questions for Board members to consider for each bid, within the time available (Saturday afternoon closed meeting):

- What did you learn about this bid over the weekend that you didn't know before?
- What do you like most about this bidding committee?
- What concerns you most about this bid?
- What is the main strength of this bid?
- Do you think this committee is able to host ITALYPAA next year? If not, why not? (a specific reason is required)