

Jefferson Area Committee of Young People in Alcoholics Anonymous

ARTICLE I

GENERAL

Mission Statement:

The Jefferson Area Committee of Young People in Alcoholics Anonymous (JACYPAA) is made up of members of Alcoholics Anonymous (AA). Our purpose is to work with AA as a whole in unity, service and recovery; to carry the message of hope and recovery while adhering to the Twelve Traditions of AA. We are self-supporting through our own contributions. We are not a governing body of any group or individual. We encourage alcoholics of all ages to join us to serve District 9 of the Virginia Area.

Unity: By having events with attendance representing a cross-section of AA.

Service: Introducing people into AA service as a whole and working with other service entities to facilitate the 12th step.

Recovery: Carrying the AA message, and provide opportunities for AA's of all ages to meet and share in celebrating gratitude for their sobriety.

ARTICLE II

MEMBERSHIP

A. Requirements

1. Must be a member of Alcoholics Anonymous.

ARTICLE III

COMMITTEE OFFICERS

A. Positions

1. Chair
2. Co-Chair
3. Treasurer
4. Co-Treasurer
5. Secretary
6. Archivist

7. Co-Secretary
8. Bylaws Chair
9. Bylaws Co-Chair

B. Overall Requirements

1. Must be a member of Alcoholics Anonymous
2. Suggested one year or more of continuous sobriety, having worked the 12 steps and have a knowledge of the 12 traditions of Alcoholics Anonymous for JACYPAA Committee Officers (Chair, Co-Chair, Treasurer, Co-Treasurer, Secretary and By-laws Chair) except where otherwise stated.
3. Failure to uphold JACYPAA Committee Officer position duties can be brought to the entire committee for possible dismissal.

C. Duties and Individual Responsibilities

1. Chair and Co-Chair
 - a. Will arrange and announce the agenda for all JACYPAA committee meetings.
 - b. Will open and lead JACYPAA meetings in reasonable order (Robert's Rules of Order)
 - c. Will recognize members entitled to the floor.
 - d. State and put to vote all properly seconded motions.
 - e. Announce the results of all votes.
 - f. Only votes to break a tie.
 - g. Will be a co-signer on the JACYPAA committee bank account.
 - h. Must have at least one year of continuous sobriety, worked 12 steps and knowledge of the 12 traditions of Alcoholics Anonymous.
 - i. Co-chair has the right to vote so long as Chair is present and leading the meeting.
 - j. Co-chair shall be responsible for the JACYPAA mailbox, shall check it on a regular basis and inform group of incoming mail during their meeting report and shall secure from treasurer appropriate funds to continue use of mailbox.
2. Secretary and Co-Secretary
 - a. Record minutes for all JACYPAA committee meetings, save minutes & agendas for reference and bring minutes & agendas to JACYPAA committee meetings.

- b. Make copies of minutes available to every JACYPAA committee member and/or AA member who requests them.
- c. Maintain attendance records for all JACYPAA committee meetings.
- d. Maintain a chronological list of motions passed.
- e. Maintain JACYPAA committee contact list.
- f. Responsible for contacting JACYPAA committee members before each business meeting.
- g. Must provide copies of minutes for archivist.
- h. Maintain a current list of permanent and temporarily filled positions
- i. Maintain the e-mail distribution list.

3. Treasurer and Co-Treasurer

- a. Keep accurate financial records of all JACYPAA committee transactions.
- b. Control flow of money (i.e. collect money at all JACYPAA events) pursuant to JACYPAA committee approval.
- c. Will give financial reports at JACYPAA committee meetings, including but not limited to:
 - 1. Prudent Reserve total
 - 2. Events Fund total and allocations
 - 3. Excess Fund total, submitted quarterly.
- d. Have in his or her possession at the JACYPAA committee meeting all bank statements, deposits and checkbooks, in order to be prepared to make deposits and disbursements at the committee meetings.
- e. Submit financial statements quarterly.
- f. Maintain all committee bank accounts, which are subjected to inspection at any time.
- g. Must have a job and personal bank account.
- h. Will be a co-signer on JACYPAA committee bank account.
- i. Must keep and maintain receipts, presenting copies to the archivist at the end of each year.

- j. Must provide Archivist a copy of each annual report.
4. By-laws
 - a. Study and understand the by-laws and their application
 - b. Make copies available to all JACYPAA members upon request
 - c. Attend every JACYPAA committee meeting and have copies of by-laws on hand.
 - d. Serve as a guide to make sure that the JACYPAA group acts in accordance with the by-laws.
 - e. Have a working knowledge of the 12 Steps, 12 Traditions and 12 Concepts for A.A. World Service.
 5. Archivist
 - a. Keeps a compilation of the group's minutes
 - b. Keeps a compilation of treasury reports and copies of receipts
 - c. Serves as custodian of aforementioned materials in such a way that there is no distortion of items
 - d. Serves a custodian to any other materials the group deems necessary for archives

D. Steering Committee

1. Purpose
 - a. Provide overall leadership and direction for JACYPAA.
 - b. Address any persistent discord or issues within the committee, including possible vote for removal.
2. Members
 - a. Chair
 - b. Co-Chair
 - c. Secretary
 - d. Treasurer
 - e. Bylaws Chair

3. Meetings

- a. Steering Committee will meet as necessary and may or may not have regularly scheduled meetings.
- b. Steering Committee meetings are called and led by the committee chair.
- c. Any actions or votes from the Steering Committee meetings are non-binding upon the rest of the committee. The Steering Committee can only bring recommendations to the committee as a whole.

***In the event that a chair is not present the co-chair of respective position is to fulfill the duties. ***

ARTICLE IV

STANDING COMMITTEE

A. Positions

1. Outreach Chair
2. Inreach Chair
3. Events Chair
4. Hospitality Chair
5. Program Chair
6. Literature Chair
7. Intergroup Liaison
8. District Liaison:
9. Corrections Chair
10. Treatment Chair
11. CPCPI Chair
12. Media Chair
13. Unity Chair
14. Spanish Liaison

15. GLBT/Diversity Liaison

16. Greeter/Prayer Chair

17. Accessibility Chair

B. Requirements

1. Must be a member of Alcoholics Anonymous, working or having worked the 12 steps, and having knowledge of or willing to learn an adapt to the 12 traditions for all JACYPAA standing committee chair positions except where otherwise stated.
2. Suggested one month or more of continuous sobriety for standing committee co-Chairs, except where otherwise stated.
3. A break in continuous sobriety is considered a resignation of a JACYPAA committee position.
4. Failure to uphold Committee Chair position duties can be brought to the entire committee for possible dismissal.

C. Duties

1. Outreach Chair

- a. Attend AA meetings outside of the Jefferson Area.
- b. Secure commitments from committee members and anyone else who would like to be of service by going to meetings and events outside of the Jefferson Area.
- c. Make announcements and distribute information about upcoming events including the program, location and time.
- d. Develop relationship with other YPAA committees.
- e. Inform JACYPAA how we may be of service to other YPAA committees, including co-sponsoring events and outreaching their events.
- f. Must have access to transportation.

2. Inreach Chair

- a. Attend AA meetings inside the Jefferson Area.
- b. Secure commitments from committee members and anyone else who would like to be of service by going to meetings within the Jefferson Area.
- c. Make announcements and distribute information about elections and up-coming events including the program, location and time.

d. Must have access to transportation.

3. Events

a. Plan at least four events per year.

b. Make a connection with other Jefferson Area events committee chairs and other AA entities (i.e. home groups) to facilitate co-sponsoring events with them.

c. Present a full written proposal for each event to committee for approval. Outlined below is a GENERAL idea of what the proposal should include:

1. Theme

2. Proposed Budget

3. Date, Time and Location.

d. Commitments will vary per event. Events Chair must work with other chairs on the following:

1. Hospitality

2. Literature

3. Program

e. Coordinate with Media Chair for event flyer.

f. Coordinate and facilitate set up, clean up, and security (if applicable) for events.

g. Suggested one year of continuous sobriety

4. Hospitality Chair

a. Work with Events Chair to coordinate hospitality items at events.

b. Coordinate set up and clean up for food and refreshments.

c. Present a full proposal to committee for approval on what items may be needed and their cost. (May be included with the Events budget/proposal)

d. Secure commitments from committee members and anyone else who would like to be of service by helping with hospitality.

e. Keep a written inventory of all items not used at events and store them. Should be signed by hospitality chair or co-chair and a member of the steering committee. Secretary and Hospitality chair should keep a copy of the inventory for records.

5. Program Chair

- a. Coordinate program/recovery portion (panel, speaker meeting, topic/discussion meeting, etc) for each planned event.
- b. Present a full proposal to committee for approval. (May be included in Events budget/proposal)
- c. Coordinate timing, facility requirements and setup with Events and Hospitality.
- d. Secure commitments from committee members and anyone else who would like to be of service by helping with the program.
- e. Must have worked the 12 steps and have a strong knowledge of the 12 traditions
- f. Suggested one year of continuous sobriety

6. Literature Chair

- a. Procure and maintain AA literature for all events.
- b. Secure commitments from committee members and anyone else who would like to be of service by helping with literature.

7. Intergroup Liaison

- a. Attend monthly business meetings for Jefferson District Intergroup.
- b. Give a full report to Intergroup about JACYPAA activities and events.
- c. Give a full report to JACYPAA committee about Intergroup business, activities, and events.
- d. Coordinate functions with Intergroup.
- e. Ask how JACYPAA may be of service at the Intergroup level.
- f. Suggested six months of continuous sobriety

8. District Liaison

- a. Attend monthly business meetings for District 9.
- b. Give a full report to district about JACYPAA activities and events.
- c. Give a report to JACYPAA committee about District business, activities, and events.
- d. Attend Virginia Area assembly meetings.

- e. Give full report to the Area Assembly about JACYPAA activities and events.
- f. Give a full report to JACYPAA committee about Virginia Area business, activities, and events.
- g. Suggested six months of continuous sobriety

9. Corrections Chair

- a. Develop relationship with Jefferson Area Corrections Committee and inform JACYPAA about how we may help carry the message of recovery.
- b. Get and maintain a monthly Corrections panel to take into jails with the help, provided the JACYPAA committee is capable of supporting it.
- c. Secure commitments from JACYPAA committee members and anyone else who would like to be of service by attending corrections panels.
- d. Suggested one year continuous sobriety.

10. Treatment Chair

- a. Develop relationship with the Jefferson Area Treatment Committee and inform JACYPAA about how we may be of service carrying the message of recovery.
- b. Get and maintain a monthly Treatment panel to take into hospitals and treatment centers provided the JACYPAA committee is capable of supporting it.
- c. Secure commitments from JACYPAA committee members and anyone else who would like to be of service by attending treatment panels.
- d. Suggested six months of continuous sobriety.

11. CPC/PI Chair

- a. Develop relationship with AA Jefferson Area Intergroup CPC/PI Committee and inform JACYPAA about how we may be of service carrying the message of recovery.
- b. Secure commitments from JACYPAA committee members and anyone else who would like to be of service by attending CPC/PI meetings and events.
- c. Must have worked the 12 steps of AA.
- d. Must have general knowledge of 12 Traditions and 12 Concepts of AA.

12. Media Chair

- a. Have basic knowledge of authoring web content.

- b. Maintain and keep website up to date.
- c. Have knowledge of the 12 Traditions of AA.
- d. Designs events flyers, finalize design with Chair, Events Chair, and Program Chair prior to distribution.
- e. Make copies of event flyers and distribute to all committee members especially Inreach Chair and Outreach Chair.
- f. Make signs for events.
**In addition to the Media Chair, there can be two Media Co-Chairs

13. Unity Chair

- a. Plan and organize fellowship events outside committee meetings to encourage unity.
- b. Fellowship events are open to anyone but may only be announced at JACYPAA business meetings.

14. Spanish Liaison

- a. Make a connection with the Spanish speaking community in AA.
- b. Attend Spanish speaking AA meetings.
- c. Make announcements for JACYPAA events and distribute flyers.
- d. Look for opportunities to co-sponsor AA related events with the Spanish speaking community.

15. G/L/B/T/Q-Diversity Liaison

- a. Make a connection with the Gay, Lesbian, Bisexual, Transgender and Queer community in AA.
- b. Attend G/L/B/T/Q meetings
- c. Make announcements for JACYPAA events and distribute flyers.
- d. Look for opportunities to co-sponsor AA related events with the G/L/B/T/Q community.

16. Greeter/Prayer Chairs

- a. Attend each JACYPAA business meeting and event.
- b. Arrive at least 15 minutes early to welcome each person to the meeting and/or event.

- c. Secure commitments from committee members and anyone else who would like to be of service by being a greeter.
- d. Shall begin each meeting with the Serenity Prayer.
- e. Shall, in the event a meeting becomes unruly and disruptive to the point of being difficult or impossible to conduct business, raise a hand to stop the meeting and call for a moment of silence and a prayer.
- f. Suggested at least one month continuous sobriety.

17. Accessibility Chair

- a. Act as liaison between the JACYPAA committee and the Virginia Area Accessibility Committee.
- b. Give a full report to Accessibility Committee about JACYPAA activities and events.
- c. Give a full report to JACYPAA committee about Accessibility Committee, their activities, and events.
- d. Provide accessibility at all JACYPAA business meetings, meetings and events to people who require access.
- e. Ask how JACYPAA may be of service to the Virginia Area Accessibility Committee.

ARTICLE V.

TERMS OF OFFICE

A. JACYPAA Officers and Standing Committee Chairs

1. JACYPAA Officers and Standing Committee will serve a term of one year.
2. In the event that a chair is not present the co-chair of the respective position is to fulfill the duties.
3. An individual MAY NOT serve 2 consecutive full terms in the same committee Officer or Committee position.
4. No one may hold more than two positions, however if there is an open position that no one else is available to fill, a second position may be temporarily held with the condition that if someone makes himself or herself available the temporary position will be vacated.
5. Removing someone from an elected position requires a 2/3 majority vote by the entire JACYPAA committee. Recommendation to remove is brought forth by a 2/3 majority

vote of steering committee quorum. Steering committee recommendation needs no second.

B. Attendance

1. It is suggested that every JACYPAA member attend JACYPAA business meetings.
2. All Chairs and Co-Chairs must notify either the Chair Officer, Co- Chair Officer or Secretary of their absence prior to the business meeting. Two consecutive unexcused absences will generate a phone call from the Chair, Co-Chair or Secretary. Three consecutive unexcused absences will result in dismissal from the position.
3. Reports are to be submitted at every JACYPAA business meeting either by the Standing Committee Chair or Co-Chair or by another JACYPAA member. “No Report” constitutes a report.

C. Elections

1. Elections will be held annually.
 - a. Committee as a whole will determine when to hold elections
 - b. Enough time should be allowed to properly outreach.
2. Steering Committee Officers (Chair, Co-Chair, Secretary Treasurer and By-laws Chair) will be elected by the Third Legacy procedure as outlined in the AA World Service Manual.
3. Committee Chairs and Co-chairs (Including Co-Chair Officers) will be elected by simple majority.
4. In the event that a JACYPAA Committee Chair position is vacated, a new member will be elected by simple majority. New JACYPAA Committee Officers will be elected by the Third Legacy.

D. Voting Rights

1. Each member present at each JACYPAA business meeting has a right to vote, with the exception of Chair (or co-Chair acting as Chair).
2. The Chair (or co-Chair acting as Chair) may only vote to break a tie.
3. Voting is by a show of hands unless voting in new officers, which is done by The Third Legacy procedure as outlined in the AA World Service Manual.
4. All motions that change, remove, or add to the By-laws require a two-thirds majority vote to pass.

5. Absentee voting is not permitted, unless it's a "time sensitive matter".
(Amendment-5/19/19)

A. Time sensitive matters can be voted upon via digital means if said vote has been deemed necessary by a majority of the members of the steering committee(Chair, Co -Chair, By-laws, Secretary and Treasurer)

ARTICLE VI.

FORMAT OF MEETING

A. Business Meetings

1. The JACYPAA committee will meet a minimum of once per month. The committee may take a majority vote to increase or decrease (provided the minimum is met) the number of monthly meetings. The dates, times and locations of the regularly scheduled monthly business meeting will be set by JACYPAA annually. Special meetings may be called if necessary.
2. Suggested business meeting format is as follows:
 - a. Open meeting with prayer
 - b. Introductions
 - c. Read one Concept or Tradition
 - d. Read and approve minutes
 - e. Chair announcements
 - f. Co-Chair announcements
 - g. Committee Reports
 - h. Old Business
 - i. New Business
 - j. Announcements
 - k. Close Meeting
3. All business meetings are an hour. In the event that the time is exceeded before the JACYPAA committee has reached new business, new business is tabled and becomes old business at the next business meeting.
4. Any committee member may suggest handling a meeting out of order as set by the Chair, but it must be approved by a simple majority.

5. Any motions which temporarily change, remove or add items to the JACYPAA committee procedures, must be approved by a simple majority.

B. Reports

1. All reports will be concise and well prepared. Written reports will be submitted to the Chair at the conclusion of the report. The Chair will forward all written reports to the Secretary so the information can be included in the minutes.
2. No motions may be made during reports; with the exception of a specific recommendation brought by the sub- committee.

C. Motions

1. Motions are to be discussed and voted on.
2. Immediately following votes where the majority was in favor, Minority Opinion is voiced.
3. If someone who voted in the majority wishes to reconsider, a second vote must be taken.
4. The member making the motion any time prior to the vote may withdraw the motion, provided the member who seconded the motion agrees.
5. A committee recommendation needs no second. (A committee consists of one or more individuals.)
6. In discussion of motions the member making the motion has the right to speak first and last on the motion.
7. The Chair may ask for new discussion before giving the floor to the member who made the motion.
8. All motions must appear in minutes.

D. Table Items

1. To table items they must be seconded and passed by a simple majority.
2. Discussion is limited to once per member.
3. Becomes old business on the next agenda if passed.

E. Rules for Discussion

1. Listening
 - a. Questions asked only at the end of each speaker remarks.
 - b. The Chair may interrupt the speaker only under the following conditions:

1. Speaking off topic
 2. Speaking too long
 3. Repeating previous points at length.
- c. Any member may “Call the Question” or “Move the Previous Question”, at which time the chair calls on the whole committee to vote to end debate. No second is needed. The group must approve ending debate by 2/3 vote, otherwise debate continues.
2. Discussion
 - a. All discussion will be concise, courteous and dignified.
 - b. Discussions will begin with the Chair asking, “Is there any discussion?”
 - c. Chair will then call on members having their hands raised.
 - d. Each member has three minutes to speak
 - e. At the conclusion of discussion, the Chair will ask the Secretary to repeat the motion on the floor.
 - f. A simple majority vote will then be taken.

F. **Adjourn Meeting**

1. Motion to adjourn meeting must be seconded and passed by simple majority.
2. Motion to adjourn meeting may be vetoed by the Chair if it is felt there is urgent business that needs to be presented.
3. The Chair’s veto maybe overturned by a two-thirds majority vote.

ARTICLE VII.

FINANCES

A. **Bank Account**

1. A bank account is to be maintained.
2. Checks are to be signed by two of the three authorized signers.
3. Checking account signers are to be the Treasurer, Co- Treasurer and Chair.

B. **General Funds**

1. Prudent reserve is set at two hundred-fifty (“\$350”) dollars.

2. Prudent reserve will be used for the following:
 - a. Rent
 - b. Maintaining Website
 - c. P.O. Box
 - d. Coffee
 - e. Checking account
 - f. Event money
3. Events fund is set at a maximum of five hundred (\$500) dollars.
4. Any funds beyond prudent reserve and events fund shall be deposited quarterly to the following entities:
 - a. VSCYPAA scholarship fund-25%
 - b. District-15%
 - c. Intergroup- 40%
 - d. GSO- 20%
5. The Seventh Tradition will be passed at all JACYPAA functions. The Seventh Tradition will be used as a part of general funds to help with all obligations.
6. In the event that the operating expenses cannot be met an equal percentage will be deducted from to meet our monthly obligations.

C. Financial Statements

1. A written financial statement is to be submitted to the JACYPAA committee quarterly, i.e. every three months.
2. Included in the quarterly financial statements is the Excess Funds total.

D. Reimbursements

1. Each committee member has a two week maximum time limit to bring receipts to the Treasurer or Co-Treasurer.
2. Only the sub-committee Chair or Co-Chair needing the reimbursement may bring receipts to the Treasurer or Co-Treasurer.
3. If services are needed by JACYPAA and said services don't provide their own contractual agreement. We will provide our own contract. Compensation will only be

what is stated in the contract and nothing more. Full contractual compensation for stated services may take up to 2 weeks after services have been rendered.

E. **Money Requests**

1. Any Chair or Co-Chair requesting money must submit a written request and have it signed by either the Chair Officer or Co-Chair Officer for approval.
2. In the event that not enough supplies were purchased prior to or during an event, the Standing Committee Chair may request more money from the Treasurer or Co-Treasurer. The request must be approved by either the Treasurer or Co-Treasurer AND either the Chair or Co-Chair.

ARTICLE VIII

AD HOC COMMITTEES

A. **Ad Hoc**

1. An Ad Hoc Committee may be created with its chair-person elected by simple majority at a JACYPAA business meeting. At the First Ad Hoc committee meeting any additional positions will then be decided and elected by the Ad Hoc sub-committee.

ARTICLE IX

AMENDMENTS

A. **How to Amend Bylaws**

1. Amendments must be submitted to the Chair and JACYPAA committee in written form by motion duly seconded
2. Discussion of the amendment will occur only once the amendment has been submitted in writing and seconded.
3. Voting and any additional discussion on the proposed amendment will occur at the next regularly scheduled business meeting. Amendment changes will need a two-thirds majority vote to pass.
4. Each unrelated change to the bylaws requires its own second-level (Year/Month/Day) entry in the Amendments section. This may result in multiple instances of the same date.

B. **Amendments**

1. Year/Month/Day (Example)
 - a. **ARTICLE I** (for first change or group of changes)
SECTION TITLE
 - B. **Top Level of Outline** (for first change(s) in first group)
 3. Second Level of Outline

b. *New text in italics, removed text in strikethrough,* and unchanged text without special formatting.

C. **Top Level of Outline** (for second change(s) in first group)

2. Second Level of Outline

d. *New text in italics, removed text in strikethrough,* and unchanged text without special formatting.

b. **ARTICLE V** (for second change or group of changes)

SECTION TITLE

A. **Top Level of Outline**

4. Second Level of Outline

a. *New text in italics, removed text in strikethrough,* and unchanged text without special formatting.

2. 2013/12/1

a. **ARTICLE VI**

FORMAT OF MEETING

A. **Business Meetings**

1. *The JACYPAA committee will meet a minimum of onced~~twice~~ per month. The committee may take a majority vote to increase or decrease (provided the minimum is met) the number of monthly meetings. The date(s), time(s) and location(s) of the regularly scheduled monthly ~~each~~ business meeting(s) will be set by JACYPAA annually. Special meetings ~~may~~ will be called if necessary.*

3. 2014/2/2

a. Numerous grammatical, spelling, clerical, and formatting corrections/changes were made. See bylaws before 2014/2/2 for before condition.

4. 2014/2/2

a. **ARTICLE III**

COMMITTEE OFFICERS

D. **Steering Committee**

1. *Purpose*

a. *Provide overall leadership and direction for JACYPAA.*

b. *Address any persistent discord or issues within the committee, including possible vote for removal.*

2. *Members*

a. *Chair*

b. *Co-Chair*

c. *Secretary*

d. *Treasurer*

e. *Bylaws Chair*

3. *Meetings*

a. *Steering Committee will meet as necessary and may or may not have*

regularly scheduled meetings.

b. Steering Committee meetings are called and led by the committee chair.

c. Any actions or votes from the Steering Committee meetings are non-binding upon the rest of the committee. The Steering Committee can only bring recommendations to the committee as a whole.

5. 2014/2/2

a. **ARTICLE IV**

STANDING COMMITTEE

A. Positions

18. Accessibility Chair

C. Duties and Individual Responsibilities

18. Accessibility Chair

a. Act as liaison between the JACYPAA committee and the Virginia Area Accessibility Committee.

b. Give a full report to Accessibility Committee about JACYPAA activities and events.

c. Give a full report to JACYPAA committee about Accessibility Committee, their activities, and events.

d. Provide accessibility at all JACYPAA business meetings, meetings and events to people who require access.

e. Ask how JACYPAA may be of service to the Virginia Area Accessibility Committee.

6. 2014/7/29

a. **ARTICLE IV**

STANDING COMMITTEE

A. Positions

16. GBLTQ Liaison

C. Duties and Individual Responsibilities

16. G/L/B/T/Q Liaison

a. Make a connection with the Gay, Lesbian, Bisexual, ~~and~~ Transgender and Queer community in AA.

b. Attend G/L/B/T/Q meetings

d. Look for opportunities to co-sponsor AA related events with the G/L/B/T/Q community.

7. 2019/05/19

a. **ARTICLE V.**

TERMS OF OFFICE

D. Voting Rights

5. Absentee voting is not permitted, unless it's a "time sensitive matter".
(Amendment-5/19/19)

- a. Time sensitive matters can be voted upon via digital means if said vote has been deemed necessary by a majority of the members of the steering committee(Chair, Co -Chair, By-laws, Secretary and Treasurer)

8.ARTICLE VII.

FINANCES

B. General Funds

"1. Prudent reserve is set at one hundred-fifty (\$150) dollars."

(Amendment-5/23/19)

1. Prudent reserve is set at two hundred-fifty (\$250) dollars.

9. 2019/09/15 (red shows the changes made)

ARTICLE VII.

FINANCES

B.General Funds

Prudent reserve is set at two hundred-fifty ("**\$350**") dollars.

3. Prudent reserve will be used for the following:

- a. Rent
- b. Maintaining Website
- c. P.O. Box
- d. Coffee
- e. Checking account
- f. **Event money**

10. 2019-09-15(red shows the changes made)

ARTICLE VII.

FINANCES

D.RReimbursements

- 1. Each committee member has a two week maximum time limit to bring receipts to the Treasurer or Co-Treasurer.

2. Only the sub-committee Chair or Co-Chair needing the reimbursement may bring receipts to the Treasurer or Co-Treasurer.
3. If services are needed by JACYPAA and said services don't provide their own contractual agreement. We will provide our own contract. Compensation will only be what is stated in the contract and nothing more. Full contractual compensation for stated services may take up to 2 weeks after services have been rendered.