

Advisory Council By-laws

**Southern California Conference of Young People
in
Alcoholics Anonymous**

Southern California Conference of Young People in A.A.

Advisory Council By-laws

I. Statement of Purpose:

SOCALYPAA is the Southern California Young People in Alcoholics Anonymous Conference. It brings AA's in Southern California together to reunite, share experiences and pass on the gifts of Alcoholics Anonymous.

Our goal is to carry the message to the alcoholic who still suffers and foster a unified community of thriving alcoholics. Our hope is to be an example and inspire both committees and individuals; new, large, small, and old that anything is possible with action.

II. Role

The Council is the custodian of the Conference and the Board of Directors of SOCALYPAA. It is both the legal guardian and spiritual servant of SOCALYPAA. Its purposes include but are not limited to:

- A. Practice the AA 12 steps, 12 traditions and 12 concepts of world service.
- B. Make available, to any AA member who requests it, information regarding SOCALYPAA and Young People in AA
- C. Make regular contact with General Service Office.
- D. Provide guidance to Committees who are bidding for the conference and maintain relationships with committees throughout Southern California.
- E. Select future conference sites from bids offered at each year's conference.
- F. Provide guidance to the current host committee.
- G. Custodial oversight of SOCALYPAA and veto power over the host committee.
- H. Protect the corporation, its assets and manage the corporation using best practices of not-for-profits.
- I. Uphold its fiduciary responsibility.
- J. Maintain the archives.

III. Structure:

A. Each annual host committee shall elect three people from its committee to serve on the Advisory Council and three alternates. Council members and alternates shall be elected through third legacy procedure as stated in the AA Service Manual. Only host committee members holding positions and members at large are eligible to vote. Those being selected must have served on the host committee continuously for six months prior to the actual conference on which they served. Those selected shall serve as voting members on the Council following the current conference and through six following conferences.

B. Council members must have at least two years of continuous sobriety upon election. The host committee may nominate a member from its committee who has less than two years; however, it requires a 2/3rds vote of the Advisory Council to approve this nomination.

C. Council members must have reached their eighteenth birthday upon election.

D. Missing 2 unexcused or 3 total official meetings in one conference year will be considered a resignation. Official meetings are defined in Section VII, subsection B.

E. A relapse (taking nonprescription medication, illicit drugs, or consumption of alcohol) shall be considered a resignation of position from the Advisory Council.

F. If an advisory council member is not performing to the council's expectations, the process for removal is as follows:

1. The Chairperson must be made aware of this by another council member. In the event that the member in question is the Chairperson, then the Co-Chair must be informed.
2. The council member in question will be made aware of their performance immediately, giving specific reasons and corrections that need to be made in the future.
3. If the member in question continues to not meet the advisory council's expectations, the council may then vote out the member in question with a 2/3rds majority.

G. Council will maintain membership of no less than 12 members. If membership drops below 12, vacant Council seats will be filled in this order: 1) The previously designated alternate rotates on from the same year as the person whose seat was vacated 2) Any willing previously designated alternate (in descending order); 3) Any previous Council member whom has completed their term (in descending order).

H. If an alternate member joins the council, they are to only serve the remainder of the duration on the advisory council of the member that they replaced.

- I. If an alternate member joins the council and their term is less than two years then they are allowed to run for a position at the upcoming conference.
- J. Alternate council members who are brought on to fill the seat of a member from another area will resume their alternate status for the remainder of their alternate term after they have completed the area members term they filled.
- K. All alternates are encouraged to attend advisory meetings with the exception of host committee selection deliberations.

IV. Operating Committee:

A. The council shall elect from its membership an operations committee every two years consisting of, but not limited to, a Chairperson, Co-Chairperson, Secretary, Treasurer, Archivist, Webmaster, Outreach Coordinator and Bylaws Chair. They shall not take any actions individually or collectively without the consent of the Council, except when required by their position or allowed by the Third Concept of World Service as described in The A.A. Service Manual. Operating committee members must be Council members. They must serve on the Council for one year before being elected to the committee. Upon election, they shall serve for two years and may be elected or reelected to one additional term. Council members shall use the 3rd legacy election guidelines found in the AA Service Manual.

B. Council members may be elected to the operating committee in their last year on Council, which will then extend their time on Council for a total of 7 years. No Council members shall be eligible to stand for a position on the operating committee after their original term on Council has expired. There is no limit on the number of times an advisory council member may be elected to a position, given that their time on the advisory council does not extend past 7 years. In the spirit of rotation Council Members are encouraged to only serve in each position one term.

1. Chairperson: Shall arrange for and announce the agenda for all Council meetings. Shall open Council meetings and maintain meetings in a reasonable order. Shall recognize members entitled to the floor. State and put to a vote all motions properly made and seconded. Announce the result of all votes. Affix his/her signature to all Council actions. Be one of the three signers on all Council bank accounts and be a signer on host committee bank account. Act as advisor to the chairperson of the annual host committee and ensure that all host committee and advisory committee obligations are being met.
2. Co-Chairperson: In the Chairperson's absence, shall accept the full duties of the Chairperson. Shall carry out the various duties assigned by the committee. Act as liaison between the Council and the General Service Office. Be one of three signers on all bank

accounts. Act as advisor to the co-chairperson of the annual host committee and ensure that all host committee and advisory committee obligations are being met.

3. Treasurer: Keep accurate financial records of all Council Transactions. Give financial reports at Council meetings. Submit a bi-annual financial statement to all advisory council members. Have in his or her possession at Council meetings all bank statements, deposits and checkbooks, in order to be prepared to make deposits and disbursements at Council meetings. Maintain all accounts to be subject to inspection at any time. Be one of three signers on all Council bank accounts. Opens host committee bank account and remains a signer for the duration of the host committee conference year. Act as advisor

to the treasurer of the annual host committee. Assist the advisory committee and host committee activities chairperson with financial and activity planning to ensure that conference maintains its financial obligations.

4. Secretary: Act as custodian of all Council materials. Keep minutes of all Council meetings. Furnish information from Council records to anyone who requests it. Answer all correspondence promptly and to the will of the majority of the Council members. Furnish minutes of the Council meetings to Council members. Furnish copies of all correspondence to all Council members on all matters affecting the Council or young people in AA. Advise and maintain communications with the host committee secretary. Ensure that all documentation and other communications media maintain the integrity and language as described in this document. The Secretary shall issue to all who request it the following information: an invitation to participate in bidding to host the next conference; information regarding the election of the host committee; information on how to get involved with a current host or bid committee; the current conference flyer, if it is available. Annually, the following are to get the above information: all inter-groups, District Committee Members, and registered young people's groups in Southern California. The Secretary shall also keep records of attendance for all Council meetings.

5. Archivist: Act as the holder of all factual material (Documents, memorabilia, showcases, etc.) in such a way there can be no substantial distortion of the material. Be the liaison between the G.S.O. Archivist and the Advisory Council pertaining to all SOCALYPAA archives issues. Follow, to the best of his or her ability, the Archives Guidelines set forth by G.S.O. Act as liaison between the Advisory Council and the conference host committees' archives committee pertaining to all archive matters (displays for the conference, material to be collected before, during and after the conference). The Archivist must fit these qualifications:

- a) If the Archivist does not attend, suitable arrangements must be made for the transportation and display of archive materials at the conference.
- b) The Archivist shall at all times act in accordance with the 12 Traditions, being especially concerned with protecting members' anonymity, and in accordance with the Twelve Concepts for World Service, exercising appropriate authority while always remaining accountable to the guidance of the Advisory Council.
- c) The Archivist must submit a written report at the annual Council meetings detailing all activities of the preceding year, with a description of all expenses associated with fulfilling their duties, and a projected budget for the coming year.

6. Outreach Coordinator: Act as the custodian of the mailing list database. Shall work closely with each host committee to ensure that outreach for each annual conference is taking place. Act as advisor to the Socalypaa Summit host committee and ensure that all Socalypaa Summit host committee and advisory committee obligations are being met.

7. Webmaster: The web master is in charge of maintaining and updating the socialypaa.org website. SOCALYPAA advisory is in charge of the socialypaa.org website.

8. Bylaws Chair Is responsible for upholding, creating, and informing SOCALYPAA Advisory Council of proper procedures and requirements for the committee and to adopt and supply proper procedures of discussion, voting and other committee business. Is responsible for updating and amending all matters concerning the By-Laws of SOCALYPAA. Suggested sobriety is 2 years with a working knowledge of the 12 steps, 12 Traditions, and 12 Concepts of A.A., and a great deal of serenity (*approved 12-15-2*) C. The term for all operating committee positions is two years. If for any reason an operating committee position is vacated and filled mid-term, the newly elected council member will only fill this position for the duration of the original two-year term. The council member may be re-elected into the position.

D. All advisory members and members at large are responsible for maintaining consistent communication with potential bid committees as defined by region.

E. The regions are defined as follows

Region 1 - San Luis Obispo County, Santa Barbara County, and Ventura County

Region 2 - Kern County, and High Desert

Region 3 - Los Angeles County excluding the Harbor Area

Region 4 - Orange County, and the Harbor Area

Region 5 - Riverside County, and San Bernardino County

Region 6 – San Diego County, and Imperial County

1. A minimum of two advisory members will be assigned per region.

V. Other Council Elected Positions:

A. The Advisory Committee may, with a 2/3rds vote, establish other councils and elected positions, as needed to meet the needs that face the Advisory Council, for the duration of these challenges.

VI. Procedures:

A. The operating committee shall submit for approval the distribution of funds for the coming year. The Council shall endeavor to maintain a prudent reserve of \$10,000.00 should Council be called to assist or host the conference.

B. The Council will allocate \$1,500.00 "seed money" for the bid committee that is awarded the conference, and disburse these funds promptly, so as not to cause unnecessary delay and confusion. It is designated that the \$1,500.00 awarded to the host city must be returned to the Advisory Council Treasurer no later than 30 days after the conference of the host year.

C. The Council shall maintain an Internet web site and electronic mail address for SOCALYPAA. The Web Liaison shall make sure that this site maintains only the official documentation of SOCALYPAA, and information on how to contact the current host committee. The Treasurer shall make sure that any fees associated with the establishment of the web site and electronic mail address are paid. The Secretary will be responsible for receiving any correspondence obtained from the web site or electronic mail.

D. The Advisory Council has sole responsibility for maintaining and updating all official Advisory Council Documents. These include but are not limited to: "SOCALYPAA Statement of Purpose", the "SOCALYPAA bidding and hosting Info Packet", the "Advisory Council By-laws" and the content on the SOCALYPAA web site. The operating committee should bring to the Council for approval any suggestions for the updating of these documents. The Advisory Council has sole responsibility for any language, logos, titles or other physical or intellectual tools developed for use by SOCALYPAA.

E. No contract that includes over \$499 of value or liability shall be considered binding to SOCALYPAA without the signature of the advisory council chairperson. The advisory council chairperson shall not enter into any contract on behalf of SOCALYPAA without majority approval of the Council. No member of Council shall incur expenses in the Council name other than minor telephone copying or postage expenses, without first receiving 2/3rds-majority approval of the Council.

F. The Council shall be foremost aware of the welfare of AA as a whole. The Twelve Traditions of AA will be strictly adhered to.

G. The Council shall act as a body and no individual shall act independently on behalf of SOCALYPAA advisory council.

H. Advisory Council web site, bank accounts and Digital Material (including email) should not be used for anything other than Council business.

I. All materials of the Council shall be deemed property of the Council and passed on to our successors.

J. All documents and revisions existing and produced will have current date affixed as a part of those documents. (Date of enactment)

VII. Advisory Council Meeting Guidelines, Frequency:

A. The Chairperson shall call for and arrange a meeting place and agenda for all council meetings.

1. Motions and resolutions may only be passed in an advisory council meeting as described in Section VII, subsection B. Motions and resolutions shall require a simple majority vote. All Council members have one vote. A vote of 2/3rds is necessary to change any official SOCALPAA Advisory Council Documents (as defined in Section VI, subsection D) or rescind operating rules, except for the general layout of the website which is trusted to the Webmaster with Advisory Council oversight. Abstentions are not permitted.
2. The Council shall have the sole authority in overseeing the bid session to determine who to award the next annual conference. In the event that no bid is placed, or Council determines that no bid committee is capable of successfully holding the conference, or it appears that [at any time after the conference is awarded] the host committee will not meet its minimum financial responsibilities to Council or any vendors, an emergency meeting of the Council shall be called without delay. All past and present Council members will be invited to attend in order to find a suitable site for the conference, determine if the conference should be suspended and the subsequent fate of the Council and its function.
- 3 Attendance to advisory council meetings is restricted to only current advisory members, alternates, and former advisory members whom have completed their term. Former members and alternates are to be respectful of advisory council and are not permitted to vote or attend host committee selection deliberations.

B. There shall be five official advisory council meetings and two subcommittee meetings each year. All meetings are mandatory. Meeting dates will be decided at the yearly SOCALYPAA conference.

1. At the yearly SOCALYPAA conference to choose the hosting group for the following year's conference, and maintain all other pertinent advisory council business. This meeting may also be referred to as the "annual" advisory council meeting.
 - a) Advisory member attendance is mandatory at all conference advisory meetings.
 - b) Missing an advisory council meeting at the conference will result in ineligibility to participate in host selection deliberations (at the discretion of the chair, co-chair, and secretary)
2. 30 days after the conference to tie up loose ends from previous conference, report on status of current conference, acquaint new members of advisory council, hold advisory council elections, plan outreach of bidding for the next conference and maintain all other pertinent advisory council business preceding, and the facilitation of elections for the newly awarded host committee.
3. No later than 45 days after the previous conference a committee meeting will be held to discuss the facility agreement for the next conference. A vote will be held in which a 2/3rds majority will need to be reached prior to the advisory council chair signing the facility agreement for the next conference. Attendance requirement can be fulfilled via approved electronic communication at the discretion of the advisory council chair.
4. 80-100 days after the conference, a subcommittee meeting will be held to

report on status of current conference plan outreach of bid committees for the next conference, and report on current advisory outreach efforts. Attendance requirement can be fulfilled via approved electronic communication at the discretion of the advisory council chair.

5. Halfway between previous conference and current conference to report on current host committee's status, the status of potential bid committees, report on advisory outreach plan, and maintain all other pertinent advisory council business. This meeting should preclude an event thrown by either the current host committee or a bid committee (decided by the advisory council) designated as a Summit or Midyear Meeting as defined in Section IX, Subsection L. The advisory council will meet with host committee at Summit to discuss the status of the conference.
6. 90 days before the conference a subcommittee will be held to report on status of current conference, plan outreach of bid committees for the next conference, and report on current advisory council outreach efforts. Attendance requirement can be fulfilled via approved electronic communication at the discretion of the advisory council chair.
7. 30 days before the conference for a final checkup on the conference itself, coordinate bid committee efforts, elections of new advisory council members from the current host committee, and maintain all other pertinent council business. This meeting will take place following a host committee business meeting.
8. The Chairperson maintains the right to call extra meetings outside of the seven listed above. However, if notice less than 14 calendar days is given, it will not be marked as an official business meeting for attendance purposes. If more than 14 days' notice is given, it is at the Chairperson's discretion whether or not it is an official meeting for attendance purposes.

VIII. Method of Awarding the Conference to the Next Host Committee

1. Deliberations will take place following bid skits Saturday morning at the conference
2. Bid committee activities throughout the year will be discussed, including but not limited to their involvement in General Service, their local area and support to the SOCALYPAA host committee throughout the year.
3. Bid packages will be reviewed. Careful consideration and attention to detail will be taken when reviewing hotel contracts, audio visual contracts, or other fiduciary obligations.
4. Discuss pros and cons of each potential host committee. Each advisory member will speak on these items a minimum of 2 times. After 2 rounds of all advisory member's discussion will be opened and limited to items that have not been previously discussed.
5. A unanimous vote must be reached to begin third legacy voting procedure.
6. Following discussion 3rd legacy voting procedures will take place (AA Service Manual). No discussion will occur during 3rd legacy voting.

VIII.- Rules of Discussion, Motions, and Voting Procedures doe Advisory Business Meetings

A. Rules of Discussion

1. Sub Committee Reports
 - a. Each sub-committee shall give their report at every committee meeting.
 - b. Discussion and questions to the sub-committee will be allowed at the end of each respective report and must pertain to that sub-committee.
2. All discussion requires listening. Consideration to the speaker is imperative.
3. Discussion shall be concise, courteous, and dignified.
4. The Chair, Co-Chair, and By-Laws Chair are the only members who can interrupt a speaker under the following criteria:

- a. Speaking off topic
- b. Speaking too long
- c. Repeating previous points at length.
- d. Discussion is not dignified.
- e. Meeting is going over time.
- f. A question of procedure arises.

B. Motions

1. Motions Requiring Action

- a. Motions may be made by voting committee members; the Chair is not eligible.
- b. All motions must appear in the minutes.
- c. Motions will be presented as follows:
 - i. One motion is made and decided at a time.
 - ii. Motion must be seconded (by a voting committee member)
 - iii. Discussion (if necessary)
 - iv. Secretary shall repeat the motion.
 - v. Call for vote.
 - vi. Motion is decided
 - vii. Call for minority opinion
 - viii. Minority opinion voiced. (Each minority vote can only speak once)
 - ix. Ask if there has been a change in the majority vote
 - x. If anyone of the majority vote wishes to change their vote, repeat steps v. and vi.

There is no minority opinion if a second vote is taken.

- xi. If there is no change in majority vote then vote stands.
- xii. At any time before the vote, the motion may be withdrawn by the person presenting the motion.
- xiii. A motions result will be considered final.
- xiv. Amendments to motions must be seconded by any voting committee member.

2. Procedural Motions

- a. Procedural motions may be made by voting committee members.
- b. The following procedural motions must be seconded, discussed if necessary, and require a majority vote to pass.
 - a. Approve minutes.
 - b. Close discussion (if there is no motion on the floor)\
 - c. Table of an item
 - 1. Discussion is limited to once per member.
 - 2. IF motion passes, the item automatically becomes old business on the next meeting's agenda.
 - d. Break or close of a meeting.

C. Voting

- 1. Voting shall be made only by a show of hands in a business meeting, and requires a 2/3 vote to pass. This includes, but is not limited to the following situations:
 - a. Amending the By-Laws. Motions to amend the By-Laws must be submitted in writing to the By-Laws Chair prior to the motion being presented; discussion will take place then voted on at the next business meeting under old business.
 - b. Approving Budgets.
 - c. Creating or deleting positions.
- 2. Each voting committee member has one vote and are the only ones allowed to vote.
- 3. The Chair will count all votes and can only vote to break ties.
- 4. Absentee voting is not permitted.
- 5. All decisions should be reached by a discussion with an informed group conscience and, whenever possible, with substantial unanimity.

IX. Guidelines for the Conference and Host Committee:

- A. The boundaries for SOCALYPAA are Kern County, San Luis Obispo County, and San

Bernardino County to the California-Mexico border. However, if a bid is presented from outside of this area, it will still be given full consideration and be weighted equally with the other bids.

B. During the conference weekend, the host committee is responsible for providing the following meeting space at the convention facility for the Advisory Council:

Event	Date	Time	Occupancy
Advisory Meetings	Friday-Sunday	12pm(Thurs) – 12pm (Sun)	15 people
Bid City Room	Friday	12pm-12am	1 table for each bid city
How to Bid Q & A	Friday	6pm-7pm	50 people
Bid Session	Saturday	8am-1pm	100 people
Archives Table	Friday-Sunday	12pm (Thurs)-12pm (Sun)	1 table

- C. After the bid city is awarded the conference, they are responsible for returning to their home city and promptly (within one month) outreaching and establishing the time and location of the primary Host Committee elections. The primary Host Committee elections are to be observed by the Advisory Council and must follow 3rd Legacy procedures as outlined in the AA Service Manual. The following mandatory positions are to be voted on: Chairperson; Co-chairperson; Treasurer (mandatory 2 years of continuous AA sobriety); Secretary; Outreach Chairperson. This core committee will determine where and when any other elections and meetings are to take place. For business reasons, the Chairperson, Co-Chairperson and Treasurer must be at least 21 years of age.
- D. The SOCALYPAA Advisory Council has established the Host Committee a checking accounts. After elections we will arrange a time and date for the proper people to be added to said account. You must use this account for all transactions and business up till Sunday night of the Conference. After that the Account is turned back over to the care of the Advisory Council including all DEBIT Cards, Squares, and Check book. Advisory council chairperson is one of the designated signatures.
- E. Hotel contract should be secured within 45 days of bid award. Hotel contract must be **signed by the Chair of Advisory**. This also is for insurance and Liability Policies.
- F. Establish a registration flyer with dates, location, mailing address, contact information, language interpretation needs as well as any other important information a person would need to attend the conference. The flyer should not be produced until a contract is signed between the facility and the SOCALYPAA Advisory Council Chair. Pre Registration will be available on line at any time.
- G. A web site domain will be provided by Advisory Council and the logins turned over to the Host Committee at elections. The Information for the conference via web must be updated on the Host Committee page no more than 5 days after the hotel contract is signed with an active Pay Pal link for online registration. The Advisory Web Master will provide the Host Registration Chair with the Online registrations every 30 days or when asked.
- H. All annual conferences shall be designated as such and be designated as SOCALYPAA with the host year number (ie: SOCALYPAA 1,2,3) as to preserve its autonomy and character. They shall not be held in conjunction with and or conflict with any other function, AA or otherwise within 2 weeks before or after of the conference weekend.
- I. The Host Committee shall give to the advisory council 100% of all money raised after expenses throughout their term as a Host Committee. On Behalf of the Host Committee 20% of said profits not to include the \$1500.00 seed money will be donated to the local service structures in the Host committee area. Hos committee will provide a breakdown of donations to be made with percentages no later than 10days following the end of their conference. We suggest using the same break down suggested by AA World Service Manual.
- J. The Host Committee must provide an accounting of funds taken and disbursed during the conference. The accounting for the funds collected must detail the nature of the receipt such as entrance fees, collection for T-shirts, etc. In order to comply with IRS regulations, the Host Committee shall provide, on a monthly basis, true and accurate financial accounting to the SOCALYPAA Advisory Council. The SOCALYPAA Advisory Council Treasurer will in turn distribute these reports on a bi-annually basis to all members of the SOCALYPAA Advisory Council. Disbursements must include **receipts** for all approved expenditures detailed into categories.
- K. The Host Committee has 10 days after the conference dates to forward a financial statement and profits to the Advisory Council Treasurer. It shall be the responsibility of the newly elected Advisory Council members from the Host Committee to make sure the financial statement and profits are forwarded within the 10 day period. All Non advisory

members will be removed off the bank accounts at the end of the 10 day window. All other accounts with vendors must be closed within 30 days after the conference.

- L. Each Host Committee member elected to a primary committee position (one of the 5 described above) must agree to work closely with their appointed Advisory Council advisor to ensure that they fulfill their commitment to the conference by understanding and executing their appointed responsibilities thoroughly.
- M. The Host Committee shall maintain a permanent mailing address. The PO Box Must be set up with in 10 days of the Host Committee Elections. Until such time after the conference that all conference business is completed. The conference mailing address, email address, phone number, and any other methods of communication used by the committee must be rerouted to the Advisory Council prior to 60 days after the conference.
- N. The Host Committee should be offered all prior conference material along with any individual or collective information the Council members possess. They are a distinct committee but should function within the guidelines of this document. The Host Committee should operate independently of Council but with the knowledge that the Council stands ready to assist when requested or when the conference committee appears to be in difficulty. If the Host Committee has trouble, the Advisory Council will seek ways to assist the conference and the conference committee.
- O. Arrangements should be made to make all conference events handicap accessible. Consider physically challenged and hearing-impaired attendees. If it looks like a fair amount of any particular non-english speaking minority will be attending the conference, a translator should be recruited.
- P. Host committee will adhere to the Southern California Conference of Young People in Alcoholic Anonymous Non-Discrimination and Anti-Harassment Policies. Any Member of Host Committee or Advisory found to be in Violation of this policy will be **Removed and Bared form any activity that has the SOCALYPAA name, affiliation, or any other association with the Conference.**

Q. NON-DISCRIMINATION AND ANTI-HARASSMENT POLICIES

The Southern California Conference of Young People in Alcoholics Anonymous (SOCALYPAA) adheres to the spiritual principles of Alcoholics Anonymous (AA), its 12 Steps, Traditions, and Concepts. SOCALYPAA is committed to an environment that is free of discrimination and harassment, including sexual harassment. All individuals should be aware of how their personal opinions and behaviors can affect others and in some instances, create a harassing and hostile experience. Moreover, all individuals should treat each other with dignity and respect. To this end, SOCALYPAA requires that all Advisory Council members, Host Committee members, Bid Committee members, and general SOCALYPAA attendees adhere to the policies and guidelines set forth herein, below.

NON-DISCRIMINATION POLICY

Discrimination is adverse treatment of any individual based on their said protected attribute, rather than on the basis of his/her individual merit. SOCALYPAA is proud of its diversity. It attracts attendees and trusted servants from many different backgrounds. Therefore, it is our policy to provide a safe and protected environment for all persons regardless of age, race, color, religion, sex, national origin, creed, disability, veteran's status, sexual orientation, gender identity or gender expression.

ANTI-HARASSMENT POLICY

Harassment is unwelcome or unwanted conduct, whether verbal, physical or visual, toward an individual because of his or her age, race, color, religion, sex, national origin, creed, disability, Veteran's status, sexual orientation, gender identity or gender expression, when the conduct creates an intimidating, hostile or offensive environment. Examples of harassment include words, gestures, stories, jokes or nicknames that are derogatory, demeaning or insulting to a person based upon his or her protected attribute as stated above.

Sexual harassment or gender-based harassment is a form of harassment that is when anyone, of any sex, sexual orientation, gender identity or gender expression, ties conditions to a request or demand for sexual favors. Specifically, it is sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when (1) submission to or rejection of such conduct by an individual is used as the basis for decisions affecting that individual, or (2) such conduct has the purpose or effect of unreasonably interfering with an individual's experience by creating an

intimidating, hostile, or offensive environment. Examples of sexual harassment include (1) offensive sex-oriented verbal kidding, teasing or jokes, (2) repeated unwanted sexual flirtations, advances or repositions, (3) continued or repeated verbal abuse of a sexual nature, (4) graphic or degrading comments about a person's appearance or sexual activity, (5) offensive visual conduct, including leering, making sexual gestures, the display of offensive sexually suggestive objects or pictures, videos cartoons or posters, (6) unwelcome pressure for sexual activity, (7) offensively suggestive or obscene letters, notes or invitations, or (8) offensive physical contact such as patting, grabbing, pinching, or brushing against another's body.

Discrimination, harassment, and sexual harassment are unacceptable at SOCALYPAA and all related events. This behavior violates SOCALYPAA policies even when it does not constitute a violation of law. If at any time an attendee believes he or she has been a victim of or witness to a crime, report the incident to the police or hotel staff directly.

Reporting

Everyone can help assure that SOCALYPAA and all related events are free from discrimination and harassment. Our hope is that any person who finds another's conduct unwelcome will inform that individual. We understand this might not always be possible. Therefore, all are encouraged to report conduct they feel is in violation of these policies directly to any member of the SOCALYPAA Advisory Council or Host Committee. Moreover, any SOCALYPAA Advisory Council or Host Committee member who is aware of or who receives a report of conduct inconsistent with these guidelines is to report immediately to the SOCALYPAA Advisory Council Operating Committee. These guidelines do not require reporting harassment or discrimination to, or confronting, any person responsible for the harassment or discrimination. If an incident occurs that is in violation of the law, the police will be notified directly.

Investigation

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

SOCALYPAA's Advisory Council Operating Committee may put interim measures in place, such as a leave of absence or censure, while the investigation takes place. The Operating Committee is aware that further appropriate action by the full Advisory Council may be necessary once a report has been thoroughly investigated. The investigation may conclude in one of three ways (1) that a violation of policy occurred, (2) that no violation occurred, or (3) that it cannot be determined whether or not a violation occurred. When an investigation reveals that a violation of these policies or other inappropriate conduct has occurred, then SOCALYPAA's Advisory Council will take corrective action. The outcome determination may include consequences, as appropriate under the circumstances. This could include dismissal, regardless of the service positions held by the parties involved. The Advisory Council may remove a council member via the procedure set forth in its bylaws. The Advisory Council

and its agents may also decide to ask any attendee to leave the premises, regardless of whether the conduct amounts to a violation of law or even a violation of these policies. If the person who engaged in conduct that is inconsistent with these policies is not an attendee, then the Advisory Council will take whatever corrective action is reasonable and appropriate under the circumstances. SOCALYPAA forbids any person from making retaliation threats against any person for reporting discrimination or harassment, for assisting another person in making a report, or for cooperating in a discrimination or harassment investigation. Any person who experiences or witnesses any conduct they believe to be retaliatory should immediately follow the reporting procedures stated above.

For questions, concerns, and reporting of incidences please email [operating ALL@SOCALYPAA.org](mailto:operating@SOCALYPAA.org).