

BIG APPLE ROUNDUP: BYLAWS

Section 1: NAME & PURPOSE:

The official name of this organization shall be “Big Apple Roundup, Inc.” (AKA “The Big Apple Roundup” or “BARU”). The Big Apple Roundup, founded in 1980, is sponsored by the lesbian, gay, bisexual, and transgender members of AA. All are welcome. The Roundup organizes an annual AA conference based on our program of recovery and provides opportunities for fellowship throughout the year. We adhere to the guidelines and principles set forth by the Twelve Steps, Twelve Traditions, and the Guidelines for Conferences, Conventions, & Roundups published by AA World Services. Our events are created for AA’s, by AA’s, and about AA.

Section 2: COMMITTEE MEMBERSHIP & DUTIES

- A. The BARU Committee (BARUC) shall be composed of elected committee members with responsibilities as outlined below. Providing an opportunity to do and be of service is the aim of each BARUC service position.
- B. BARUC members are invited to convene “sub-committee meetings” at any time (generally held on a monthly basis) to conduct business related to their service positions on the BARUC.
- C. Committee members are encouraged to reach out to the AA community to find volunteers to populate their respective sub-committees. Volunteers for sub-committees need not be elected voting BARUC members in order to contribute to the work of the sub-committee, but these volunteers/non-voting participants do not vote at regular BARUC meetings (see “VOTING”).
- D. The BARUC shall have regular committee meetings to conduct the business of planning the annual Roundup convention and other events throughout the year as determined by the committee.

Section 3: COMMITTEE POSITION DESCRIPTIONS

A. EXECUTIVE CO-CHAIRS (aka “Exec. Co-Chairs”) (2):

TERM: 2 years, staggered to ensure continuity (i.e. 1 Exec. Co-chair position is up for election each year). In accordance with the “Spirit of Rotation,” an outgoing Co-Chair is not eligible for re-election to the Exec. Co-Chair position for a minimum of two years.

REQUIREMENT: 3 years sobriety and at least 1 year of previous service on a BARU Committee. Sobriety requirement for this position is mandatory & may not be waived. Requirement of 1 year’s previous service on BARUC may be waived by majority vote of the attendees at BARUC Elections.

ROLE:

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- Exec. Co-Chairs provide broad direction, leadership, & oversight of the group’s activities, acting as overall leaders by coordinating committees, motivating, and supporting the work of the group.
- Along with the Treasurers, Executive Co-Chairs serve as Officers of the Corporation (Big Apple Roundup, Inc.) and as signatories on the organization’s checking account.
- Exec. Co-Chairs execute, delegate, and/or suggest direction for the efforts of the BARUC, except as otherwise outlined in these bylaws. Exec. Co-Chairs suggest content for the meeting agenda (in conjunction with the Secretaries), call, and preside over BARUC meetings.
- Executive Co-Chairs oversee approval of venues for BARU events. Exec. Co-Chairs and are exclusively authorized, along with Treasurers, as signatories on all contracts, bank accounts, and insurance policies. Exec. Co-chairs have authority to approve all expenditures (except in the instance of purchases or contracts over \$500, which require committee approval. See “VOTING”).
- In conjunction with the Traditions Chair(s), Exec. Co-Chairs ensure conformity with the AA Traditions and Guidelines for Conventions as well as cooperation with Al-Anon or any other 12-Step programs.
- Exec. Co-Chairs assist and oversee the Treasurers in matters related to group finances & work with the Treasurers to prepare a written convention budget at least two months in advance of the BARU Convention. This budget is subject to approval from a majority of the BARUC. Significant changes (5 percent or \$500, whichever is less) to the budget should be reported as part of the Treasurer’s report for approval by the committee. With the Treasurers, Exec. Co-Chairs may individually authorize all expenses up to \$499.99, though consultation with at least one other officer of the BARUC (Exec. Co-Chairs or Treasurers) is strongly suggested.
- Exec. Co-Chairs participate in the annual audit of the books with the assistance of the Treasurer.
- Exec. Co-Chairs preside over regular BARUC votes and are allowed to make motions on items of business but are not eligible to vote on motions in BARUC meeting. They are allowed to vote, however, in elections and votes on revisions to the bylaws.
- Exec. Co-Chairs are *ex officio* members of all sub-committees.

B. TREASURERS (2):

TERM: 2 years (staggered to ensure continuity; i.e. 1 Treasurer position is up for election each year). In accordance with the “Spirit of Rotation,” an outgoing Treasurer is not eligible for re-election to the Treasurer position for a minimum of one year.

REQUIREMENT: 3 years sobriety (sobriety requirement for this position is mandatory & may not be waived)

ROLE:

- Treasurers are responsible for the financial records of the Roundup. They work in collaboration with the Exec. Co-Chairs and all other BARUC members regarding all financial matters.
- Along with the Executive Co-Chairs, Treasurers serve as Officers of the Corporation (Big Apple Roundup, Inc.) and as signatories on the organization’s checking account.

- They maintain the BARU checking account and petty cash registers, reconcile the checking account, monitor expenses, and prepare financial reports for the BARU Committee. The Treasurers coordinate admissions to all events and handle final collections of cash at all events. Treasurers oversee collection and timely deposits of revenues generated by admission fees, donations, concessions, commemoratives/merchandise, literature sales, and proceeds from raffles and/or auctions.
- Treasurers work with the Exec. Co-Chairs to prepare a written budget at least two months in advance of the BARU Convention. Significant changes (5 percent or \$500, whichever is less) to the budget should be reported as part of the Treasurer's Report for approval. This budget is subject to approval from a majority of the BARUC.
- Whenever an Officer of the Big Apple Roundup, Inc. (Executive Co-Chair or Treasurer) is elected, the Treasurers prepare a resolution, add it to the corporate records, and transmit a copy to the Roundup's current bank.
- At year-end, the Treasurers prepare the Roundup's income statement and balance sheet in cooperation with the Exec. Co-Chairs, with guidance from an accountant or attorney if necessary. Treasurers complete and submit all applicable tax forms including, but not limited to NYS CHAR 500 & IRS Form 990.
- Treasurers are responsible for maintaining appropriate insurance for both the BARU as well as its officers. Treasurers are encouraged to seek outside professional guidance on this matter, as appropriate.
- BARU Treasurers are exclusively authorized, along with the Exec. Co-Chairs, as signatories on all contracts, bank accounts, and insurance policies. Treasurers have authority to approve all expenditures (except in the instance of purchases or contracts of \$500 or more, which require committee approval. See "VOTING"). With the Exec. Co-Chairs, Treasurers may individually authorize all expenses up to \$499.99, though consultation with at least one other officer of the BARUC (Exec. Co-Chairs or Treasurers) is strongly suggested.

C. PROGRAM CHAIRPERSON(S) (2):

TERM: 1 year

REQUIREMENT: 2 years of continuous sobriety (sobriety requirement for this position is mandatory & may not be waived). Strong knowledge of the AA Twelve Steps and Traditions suggested.

ROLE:

- Working in cooperation with the Executive Co-Chairs, Program Chairperson(s) formulate a schedule for the annual Roundup conference. Program especially focuses on developing an overall theme and content for workshops and presents their plans for approval to the BARUC. Program recruits & assigns facilitators for the Convention workshops.
- Program procures speakers for all BARU events whenever needed, including at the Convention. When selecting speakers for the Big Meeting(s) at the Convention, Program should consult Exec. Co-Chairs before a final decision is made.
- Program hires signers for the hearing impaired (ASL) as appropriate and works with Event Planning to ensure that venues have the appropriate number and size rooms for all

scheduled meetings. When mandated by the BARUC, Program arranges audio recordings of the Big Meeting(s). Additionally, they work with Graphics to prepare copy for the convention's printed program. Program is also in charge of managing workshop evaluations and surveys as mandated by the BARUC.

D. OUTREACH & REGISTRATION CHAIRPERSON(S)(2)

TERM: 1 year

REQUIREMENT: 1 year of continuous sobriety. Previous BARUC experience suggested.

ROLE:

- Outreach & Registration chairperson(s) are responsible for the overall outreach to the sobriety community in New York and beyond. Outreach chairperson(s) staff the registration table throughout the Roundup Weekend and at all major BARU events.
- Outreach coordinates recruiting for open committee positions as needed. Outreach chairperson(s) oversee registration of attendees for the fall convention throughout the year to ensure the orderly and timely registration of Roundup participants. Along with the Web Chairperson(s), Outreach also helps to publicize all other BARU events and coordinate ticketing, flyers, social media posts, meeting announcements, etc. Outreach works with the Volunteer chairperson to ensure staffing levels necessary for success.
- Outreach & Registration chairperson(s) maintain the Roundup's database. According to a schedule determined by the BARUC, they coordinate with the Web Chairperson to post online registration forms and maintain accurate lists of all registrations. Outreach oversees the entire registration function, including pre-registration, on-site registration, printing and coordination of registration materials, etc. Outreach works with Web Chairperson(s) to keep track of online registration and marketing.
- Outreach & Registration distributes newsletters and event announcements. Outreach & Registration coordinates in-town hosts, compiles hotels lists & meeting lists, handles last minute emergencies, and provides pertinent information (maps, directions, hotel lists, tips on eateries, etc.) to out-of-town guests. They set up and, along with the Volunteering Chairperson(s), staff the Registration Table during the Roundup Weekend.
- The Outreach chairperson(s) assure the listing of the Roundup in the AA Grapevine Calendar, World Services, New York Intergroup and with the International Advisory Committee (I.A.C.). They are responsible for coordinating the announcement of BARU events and the Roundup Weekend at AA meetings, including the outer boroughs, and make sure that Exec. Co-Chairs vet all meeting announcements. They provide (via U.S. post, email or web postings) event information to Tri-State AA groups and trade Roundup registrations with other Roundups. Outreach coordinates with the Executive Co-Chairs and Treasurers to determine scholarships to events and the Roundup Weekend.
- Outreach will post Roundup news and events on the Roundup Website and Facebook page in a timely fashion, or ensure that information is passed along to the Web Chairperson(s).
- Lastly, Outreach & Registration coordinates the selling of a la carte tickets to individual events during the Roundup Weekend and oversees ticket sales, will-call, and monitoring of entry for other BARU events as needed throughout the year.

E. EVENT PLANNING CHAIRPERSON(S) (2):

TERM: 1 year

REQUIREMENT: 1 year of continuous sobriety. Previous experience in event planning, project management, and/or fundraising is suggested.

ROLE:

- Event Planning chairs help to organize the various BARU events throughout the year and have primary responsibility for sourcing venues (including suggesting venues for the Convention). Additionally, they develop themes and ideas for events, secure contracts, and help the BARUC to develop a strong roster of events throughout the year to support our Primary Purpose and support the annual BARU Convention.
- The Event Planning chairs research and develop ideas for BARU events and present them to the BARUC, always seeking to ensure that BARU events and the BARU Convention are self-supporting and sustainable. To that end, Event Planning chairs cooperate with Exec. Co-Chairs and Treasurers to formulate event budgets in advance of every event.
- The Event Planning chairs coordinate ticket sales for all events with other BARUC members.
- Working with Operations, Event Design, Hospitality, and the Volunteer chairperson(s), they manage set-up and breakdown for all events and serve as liaison between the BARUC and venue staff.
- Event Planning is also responsible for coordinating any raffles, 50/50 contests, door prizes, bingo, etc. if the BARUC decides to include such contests at a BARU event. Event Planning must ensure that such contests are done in accordance with any applicable federal, state, or local laws on gaming.
- In organizing raffles or contests, the Event Planning chairperson should network within the AA community to solicit items or services to be used as prizes during Roundup events and the Roundup Convention.
- Event Planning coordinates with Graphics, Outreach, and Web Chairperson(s) disseminate information on prizes and ticket prices for raffles or contests so appropriate signage and publicity materials can be created.
- Event Planning works with the Volunteering Chairperson(s) to staff raffles as needed and ensures that funds raised at any contest are given to the Treasurers.

F. ENTERTAINMENT CHAIRPERSON(S) (2):

TERM: 1 year

REQUIREMENT: 1 year of continuous sobriety

ROLE:

- Entertainment works in conjunction with Event Planning and all other committee members throughout the year to coordinate talent whenever a BARU event calls for entertainment (actors for a skit, drag queen performers, singers, musicians, etc).
- Entertainment chairs oversee the selection of the musical, musical director, cabaret, and cabaret director. Entertainment chairperson(s) have oversight on the selection process, auditions/signups, and expenditures by each entertainment ensemble.

- Entertainment is responsible for working with Operations and the musical and cabaret directors to secure sound and lighting systems and props and sets during the Roundup Weekend, including but not limited to entertainment events (cabaret and musical) and the big meeting. They work with the Executive Co-Chairs to coordinate hiring DJs as needed for events throughout the year and during the Roundup Weekend.
- Entertainment works with Event Planning and the Executive Co-Chairs to oversee the production of the Miss Sobriety Drag Pageant and select a pageant director with guidance by the Exec. Co-Chairs.

G. WEB CHAIRPERSON(S) (2):

TERM: 1 year

REQUIREMENT: 1 year of continuous sobriety. Working knowledge of Word Press is strongly recommended.

ROLE:

- The Web chairperson(s) is(are) responsible for maintenance of the BARU website and oversees electronic archives in conjunction with the Secretary. Web chairperson(s) is also responsible for overseeing the electronic newsletter, contact list, and social media accounts. This position involves regular, frequent updates to online media and close collaboration with other BARUC chairperson(s) including:
 - Event Planning: distributing information online about BARU events.
 - Graphics: posting graphics to BARU website and social media pages.
 - Registration & Outreach: updating and maintaining contact databases, accurately tracking online ticketing sales & providing appropriate registration/admissions lists to the registrations/admissions desk at BARU events, and disseminating information by email about upcoming events.

H. OPERATIONS CHAIRPERSON(S): (2)

TERM: 1 year

REQUIREMENT: 1 year of continuous sobriety. A driver's license and willingness/ability to rent vehicles is a requirement for this position.

ROLE:

- The Operations chairperson(s) are responsible for transportation of materials & equipment for all events (i.e. decorations, sets/props, coffee pots, beverages, coat racks and hangers, tables, commemoratives, signage, stage set-up, A/V equipment, etc.).
- Operations works closely with other chairperson(s) including Event Planning, Hospitality, & Volunteering Chairperson(s) to obtain materials from the storage unit and supervise load-in and load-out at all BARU events including the Convention. Operations maintains the neatness and organization of the storage space.
- Operations coordinates with the Exec. Co-Chairs to supervise renting and driving the transporting vehicle (van).
- The Operations chairperson(s) work with the Event Planning & Executive Co-Chairs to secure venues for the Roundup Convention and coordinate access with venues for setup and breakdown.

- Anyone using his/her own vehicle as the transporting vehicle will be reimbursed at a rate of \$0.325 per mile or the then permitted federal allowance for all mileage pertaining to The Big Apple Roundup's business. In conjunction with Entertainment, Operations is responsible for procuring the sound & lighting systems as needed for the Roundup Convention.

I. HOSPITALITY CHAIRPERSON(S)(2)

TERM: 1 year

REQUIREMENT: 1 year of continuous sobriety. Driver's license and/or membership to a warehouse club are helpful but not required.

ROLE:

- Hospitality is responsible for procuring and providing beverages, ice, food, coat check, and staffing of concessions and hospitality tables and coat check during all BARU events and the Roundup Weekend.
- Hospitality chairperson(s) assist Operations in maintaining the neatness and organization of the storage space.
- Hospitality coordinates with the Exec. Co-Chairs to cater hospitality for the Roundup if necessary.
- Working in cooperation with the Event Planning and Operations, Hospitality sets up and breaks down the hospitality areas at all applicable BARU events.
- Hospitality chairperson(s) coordinate with the Volunteer Chairperson(s) to assure sufficient support for hospitality functions at BARU events.

J. GRAPHICS CHAIRPERSON(S): (2)

TERM: 1 year

REQUIREMENT: 1 year of continuous sobriety. Experience in graphic design a requirement.

ROLE:

- Graphics is responsible for the design & production of all BARU printed materials, including but not limited to: logos, images, flyers, web graphics, registration forms, newsletters, printed conference programs, BARU calendars, cabaret and musical playbills, tickets, signs, and postcards.
- Graphics is responsible for the selection, ordering, pick-up, storage and sale of all collateral/commemorative items such as apparel, mugs, buttons, and all other external collateral for all BARU events and the Roundup Convention.
- Graphics is responsible for anticipating the design needs for upcoming BARU events and obtaining approval of designs by the Exec. Co-Chairs in a timely manner.
- Graphics works to ensure the timely design and production of all necessary items and distributes these materials to the BARUC for publication to the community.
- It is suggested that AA's Primary Purpose be considered carefully and featured as an element of all BARU graphic designs.

K. SECRETARY/SECRETARIES (2):

TERM: 1 year

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REQUIREMENT: 1 year of continuous sobriety. As communication is mostly through email, the Secretary should be familiar with email and word processing software.

ROLE:

- Secretary/secretaries prepares the BARUC meeting agenda, with input from the Exec. Co-Chairs, incorporating submissions by BARUC Members. The Secretary sends notices regarding these meetings & takes minutes at BARUC meetings.
- Secretary/secretaries is responsible for recording votes on motions & elections, and distributes minutes to the BARUC after meetings.
- Secretary/secretaries is responsible for overseeing BARU archives, along with the Web Chairpersons.
- Secretary/secretaries maintains a list of all BARUC Members, including their names, phone numbers, and email addresses for the BARUC's use.

L. EVENT DESIGN CHAIRPERSON(S) (2):

TERM: 1 year

REQUIREMENT: 1 year of continuous sobriety.

ROLE:

- The Event Design chairperson(s) are responsible for the design, procurement, and installation of decorations at all BARU events, including but not limited to:
 - Design of common areas during the Roundup
 - Decoration of registration & hospitality tables
 - Venue decoration & assistance with set design for Miss Sobriety Pageant, Roundup Musical, Cabaret, etc.
 - Decoration of ballot boxes for the Miss Sobriety pageant.

M. VOLUNTEERING CHAIRPERSON(S) (2):

TERM: 1 year

REQUIREMENT: 1 year of continuous sobriety.

ROLE:

- The Volunteer Chairperson(s) recruits, schedules, and coordinates volunteers as needed for all elements of BARU events, including but not limited to:
 - Staffing coat check
 - Refreshment tables
 - Set up and break down of BARU events
 - Coordinating wristband distribution at events
- It is important to note that only elected BARUC members may be staffed to positions involving the handling of cash at any BARU event; non-elected volunteers should not handle BARU funds at events.

N. TRADITIONS CHAIRPERSON: (1)

TERM: 1 year

REQUIREMENT: 3 Years of continuous sobriety. An extensive knowledge of all Traditions and experience with AA service beyond the group level is strongly suggested. Our experience is that the prior year's outgoing BARU Exec. Co-Chair is in a unique

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position to serve as the new Traditions Chairperson. Sobriety requirement for this position is mandatory & may not be waived.

ROLE:

- The Traditions Chairperson shall serve in an advisory capacity to the BARUC to ensure the BARUC operates with respect to the Twelve Traditions. The BARUC looks to this chairperson to act as an advisor guiding the BARU's spiritual direction, rather than the day-to-day operations of the BARUC.
- The Traditions Chairperson is a regular voting member of the BARUC and is allowed to vote in all matters. In votes to revise the bylaws, Traditions chairperson may vote and also shall certify ratification by 2/3 majority vote. (See "REVISIONS TO THE BYLAWS").
- The Traditions chairperson is responsible for advising the BARUC as to whether a group conscience voted upon by the BARUC is in line with the guidelines set forth by the AA traditions, the AA Concepts, the AA Service Manual and the guidelines set forth for AA Conferences, Conventions and Roundups. When a question or concern arises, the Traditions Chairperson will consult the appropriate parties at AA World Services for guidance.
- The Traditions chairperson is also responsible for coordinating the selection, ordering, pick-up, storage and sale of all AA approved literature at BARU events and the Roundup Convention.
- In rare circumstances where an action of the BARUC is in conflict with one of the Twelve Traditions, the Traditions Chairperson can request, that the BARUC reconsider an official action or decision.
 - a) The action or decision shall then be presented to the BARUC for reconsideration.
 - b) The Traditions Chairperson shall point to specific Conference-approved literature when sharing how an official action threatens one of the Twelve Traditions.
 - c) A majority vote of the BARUC may then determine whether to proceed with the action or decision.

O. MISS SOBRIETY (1):

TERM: 1 year

REQUIREMENT: No sobriety requirement to compete in pageant. Winner is expected to maintain sobriety during her term.

ROLE:

- The winner of the Miss Sobriety Pageant is an *ex officio* member of the BARUC, serving concurrently with her/his reign. Responsibilities for this position include working with Event Planning, Outreach, and Entertainment Committees to help raise the visibility of BARU events, and to serve as an overall goodwill ambassador for BARU.
- Miss Sobriety may also frequently be invited by the BARUC or Entertainment chairperson(s) to perform at or emcee various BARU events throughout the year.

Section 4: BARU GENERAL ELECTIONS:

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- A. General Elections for all BARUC positions (except Exec. Co-Chair positions; see “BARU EXEC CO-CHAIR ELECTIONS”) shall be take place at a BARUC meeting within one calendar month after the Roundup Convention. The date for election shall be decided by BARUC vote in advance of the Convention.
- B. BARU General Elections shall be conducted by the Exec. Co-Chairs and recorded by the Secretary.
- C. BARU General Elections should be advertised to the community by way of email notification and publication on the BARU website at least 2 weeks prior to BARU General Elections.
- D. The BARUC term shall begin on January 1st and conclude on December 31st.
- E. At the BARU General Elections, nominations and voting for all new committee membership positions (aside from the Exec. Co-Chair) *shall be open to all attendees at the elections*, including visitors and those not already holding a voting committee position.
- F. Nominees *are allowed to cast a vote for themselves* in BARU General Elections. Current and outgoing Exec. Co-Chairs are allowed to vote in BARU General Elections and may vote for themselves if nominated for another position on the BARUC. Voting should be anonymous (or nominated candidates should keep their eyes closed or leave the room) whenever possible.
- G. Many BARUC committees are specified as having two chairperson positions. For these positions, both chairs should be filled whenever possible. Whenever a single chairperson is specified, an additional chairperson may be elected to the position by majority vote of the election attendees whenever practical, or as necessitated by interest in the position from multiple persons.
- H. For committee positions where 2 chairperson positions are available, attendees may vote twice for their favorite candidates, and the top two candidates from the first round of voting shall be confirmed as elected winners.
- I. When there are multiple candidates running for only one open position, winning an election for an open BARUC position requires a simple plurality of votes cast in the first round of voting. In other words, the highest vote-getter in the first round of voting wins. Elections for Exec. Co-Chair, however, require win by majority vote of at least 50% of votes cast (see “BARU EXEC CO-CHAIR ELECTIONS”). If a nominee is un-contested for an open position, he or she may be voted in by acclamation.
- J. In votes for positions with two open chairperson positions, the two highest vote-getters shall be confirmed as winners. In the event of a tie to fill a single open position, a run-off vote will commence between the two candidates with the most votes in the first round. In the event of a tie between the second and third place vote-getters in a vote to fill two open chairperson positions, a run-off vote will commence between the two tied candidates. The winner of a majority of votes in this second round will gain the second open position. If there is still a tie, the tie will be broken by the vote of the Executive Co-Chair in his/her first year of service (newly elected).

Section 5: BARU EXEC. CO-CHAIR ELECTIONS:

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- A. Nominations for the new BARU Exec. Co-Chair shall be made only by elected, voting members of current BARUC through an open nomination process at a regularly scheduled BARUC meeting before the current year's BARU convention, generally held during the last scheduled committee meeting before the fall Roundup. This is a "closed" BARUC vote. Non-elected visitors shall not vote in Exec. Co-Chair Elections.
- B. BARUC Exec. Co-Chair Elections shall be conducted by the remaining/standing Exec. Co-Chair and recorded by the Secretary.
- C. BARU Exec. Co-Chair Elections should be advertised to the BARUC by way of email notification at least 2 weeks prior to BARU General Elections.
- D. Current and outgoing Exec. Co-Chairs are allowed to vote in BARUC Exec. Co-Chair Elections. Nominees *are allowed to cast a vote for themselves* in BARUC Exec. Co-Chair Elections. Vote should be anonymous (eyes closed) whenever possible.
- E. Exec. Co-Chair candidates must secure a majority vote among BARUC members present (more than half of votes cast). In instances where multiple candidates are running for the position of Exec. Co-Chair but no one candidate obtains a majority vote in the first round of voting, a second run-off vote shall be held among the top two candidates receiving the highest number of votes during the first round. A candidate must obtain more than half the votes cast in the second round of voting in order to be confirmed as the newly elected Exec. Co-Chair.
- F. If an Exec. Co-Chair nominee is un-contested for an open position, he or she may be voted in by acclamation so long as more than half of the votes cast by BARUC members present are votes in the affirmative.

Section 6: VACANCIES & NON-PERFORMANCE

- A. A committee position may be considered vacant in the event of any of the following:
 - 1. Member fails to maintain the sobriety requirement criteria (as specified in Section 7: SOBRIETY REQUIREMENTS) below at any time.
 - 2. Member fails to attend three consecutive regular BARUC meetings without notice.
 - 3. Member acts in a manner that threatens the best interests of the BARUC.
 - 4. Members consistently fails to execute the duties of his/her committee position.
 - 5. Member submits his or her resignation.
- B. A request to remove an existing BARUC member may be brought by the Exec. Co-Chairs.
- C. A good-faith attempt will be made at least one week prior to any vote to make the BARUC member aware that his/her continued membership is in question.
- D. Except in cases of resignation, majority approval in an anonymous BARUC vote is required to replace an existing BARUC member. A replacement shall be nominated through an open nomination process and approved by a majority vote at a regularly scheduled BARUC meeting.
- E. The newly installed chairperson shall serve the remainder of the original term (see "TERMS OF SERVICE & SPIRIT OF ROTATION" regarding eligibility for re-election).
- F. In the event that two or more candidates are nominated (or volunteer) to fill a single open BARUC position, a special election shall be held at a regularly scheduled BARUC meeting

and the winner shall be chosen by a simple plurality vote (as per voting rules in “BARU GENERAL ELECTIONS”).

Section 7: SOBRIETY REQUIREMENTS:

- A. Positions on the BARUC shall require at least 12 months of consecutive sobriety with the exception of Exec. Co-Chairs, Treasurers, Traditions, & Program which all have higher sobriety requirements. Additionally there is no sobriety requirement for “Miss Sobriety” at the start of her term, though if Miss Sobriety fails to maintain sobriety through her term she may be asked to step down through the process outlined in “VACANCIES & NON-PERFORMANCE.”
- B. There is no sobriety requirement for volunteers or nonvoting committee participants/visitors.
- C. These requirements can be waived with a majority vote of BARUC members, with the exception of the Executive Co-Chairs, Traditions, Program, and Treasurers positions, whose sobriety requirements shall not be waived.

Section 8: TERMS OF SERVICE & SPIRIT OF ROTATION:

- A. In general, rotation is *encouraged* for all other BARUC positions and *required* for Exec. Co-Chairs and Treasurers as specified in paragraphs C and D of this section.
- B. BARUC members may serve on the BARUC in consecutive years, with the following exceptions:
 - 1. Committee members may not serve in the same chairperson position for more than two consecutive terms.
 - 2. Re-election is required to serve a second consecutive term through an open voting process (as outlined in Section 4: “BARU GENERAL ELECTIONS”).
- C. An Executive Co-Chair may serve one two-year term in the role and is not eligible for another Exec. Co-Chair position for a minimum of two years after expiration of the term. An outgoing Exec. Co-Chair *is* eligible to serve in a different BARUC position immediately after completion of the Exec. Co-Chair term. Exec. Co-Chairs are staggered so that only one Exec. Co-Chair seat is open for election each year.
- D. An outgoing Treasurer is not eligible for re-election to the Treasurer position for a minimum of one year. An outgoing Treasurer *is* eligible to serve in a different BARUC position immediately after completion of their term as Treasurer.
- E. For purposes of determining term limits for BARUC positions including Exec. Co-Chair and Treasurer, if a vacancy is filled with less than half the original term remaining, then the incoming/replacement chairperson/committee member *shall still be eligible* for nomination for the next available full term.

Section 9: VOTING:

- A. A binding BARUC vote may only occur when a quorum of BARUC members is present. A quorum is constituted when at least seven (or 51% of positions which are not vacant, whichever is less) of the elected, active BARUC members (not including Exec. Co-Chairs) of

the BARUC are present. All elected positions except for Executive Co-Chairs are voting members of the BARUC.

- B. Exec. Co-Chairs are eligible to vote only in elections and in BARUC votes concerning a revision to the bylaws. The Traditions Chairperson is eligible to vote in all matters except votes on revisions to the bylaws, in which case the Traditions chairperson serves as an objective advisor to the BARUC and certifies the vote.
- C. Voting on regular committee matters shall be called and conducted by the Exec. Co-Chairs by way of a show-of-hands vote by all elected BARUC members present. Votes shall be recorded by the Secretary.
- D. Voting shall take place *only in person* at a regularly scheduled committee meeting (typically the 1st Thursday or 3rd Sunday of the month). No votes shall be held outside of a regular BARUC meeting (no voting over email, etc.) unless a separate motion is passed in person at a regularly scheduled BARUC meeting allowing an exception for email voting for a particular vote, or as specifically allowed in Section 15: “REVISIONS TO THE BYLAWS”.
- E. The following types of decisions *require approval from the BARUC* by a majority vote of members present at a regular BARUC meeting where a quorum of members is present:
 - 1. Approval for contracts (prior to signing) for any contract or any other expenditure involving amounts in excess of \$1000.
 - 2. Changes to the regular BARUC meeting schedule (see “MEETINGS”).
 - 3. Replacing or removing a BARUC member for non--participation.
 - 4. Matters directly related to the Twelve Traditions.
 - 5. Other decisions as deemed necessary by the Exec. Co-Chairs.
- F. Any disagreements will be settled by BARUC group conscience.
- G. Except in votes concerning revisions to the bylaws, throughout this document, the term “majority” and “majority vote” means more than half of the votes cast (as opposed to more than half the members present) in a vote on a regular committee matter, so long as a quorum is present.
- H. Abstentions shall not be counted among votes cast for purposes of determining a majority.
- I. Formal motions and seconds shall be accepted from any voting member or non-voting participant of the BARUC (including Exec. Co-Chairs), but *only elected committee members (except Exec. Co-Chairs) are eligible to vote*.
- J. For matters regarding votes to revise bylaws, see “REVISIONS TO THE BYLAWS”.

Section 10: NON-VOTING PARTICIPANTS & VOLUNTEERS:

- A. The BARU Executive Co-Chairs are elected members of the committee and may make motions but do not vote, except in matters regarding revision of the bylaws, as specified in Section 15: REVISIONS TO THE BYLAWS.
- B. Furthermore, all committee meetings are “open” meetings. Any visitors or participants at BARUC meetings who are not elected committee members may participate in discussion and make motions but are not eligible to vote (except in elections for a new BARUC term, which are open to voting by elected and non-elected participants—see “GENERAL ELECTIONS”). Non-voting participants are encouraged to share their experience, strength and hope with the group during periods of open discussion.

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- C. Sub-committee meetings may include volunteers from the AA community, but these non-elected volunteers are not eligible to vote at BARUC meetings. Additional non-voting positions can be appointed and/or removed as necessary by the Exec. Co-Chairs.
- D. Changes to the voting membership of the BARUC require revision of these bylaws as defined below (see “REVISIONS TO THE BYLAWS”).

Section 11: COMMITTEE MEETINGS:

- A. Regular meetings of the BARUC shall be held twice monthly on a regular schedule as determined by a majority vote at a regular BARUC meeting.
- B. Additional special BARU Committee meetings may be added outside of the regular meeting schedule but require a majority vote by the BARUC.
- C. Special committee meetings must be announced by the Secretary or Exec. Co-Chairs at least two weeks prior to the meeting date whenever possible, (except in the case of emergency meetings as outlined below).
- D. Elections must take place at a regularly scheduled BARUC meeting, not at a special meeting (see “BARU GENERAL ELECTIONS” and BARU EXEC. CO-CHAIR ELECTIONS”).

Section 12: EMERGENCY MEETINGS:

An emergency BARUC meeting may be requested by the Exec. Co-Chairs or Treasurers for the purpose of making decisions where postponing a decision would have a direct financial or operational impact on the BARUC according to the following guidelines:

1. The issue(s) to be discussed must be certified by both of the Exec. Co-Chairs as meeting the requirements mentioned above
2. This meeting may be held in person, over the phone, or via electronic communication, including e-mail or videoconference.
3. This meeting should be announced by email to each BARUC voting member from an Exec. Co-Chair with as much advance notice as possible (at least 24 hrs advance notice suggested).
4. A report of the minutes of any emergency meeting or special session must be shared and approved at the next regular meeting of the BARUC.

Section 13: MEETING FORMAT:

Meetings shall follow Robert’s Rules of Order (except where otherwise specified in these Bylaws) and the suggested format defined below:

1. Call to Order & BARU Opening Statement
2. Serenity Prayer
3. Reading and Approval of Minutes from previous BARUC meeting
4. Treasurer’s Report
5. 7th Tradition Collection
6. Other Committee Reports (as required)
7. Old Business

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8. New Business
9. Adjournment

Section 14: BARU FINANCES:

- A. It is strongly suggested that at fiscal year end (Dec 31st) of each given year, BARU maintain a Prudent Reserve of 150% of that year's convention expenses.
- B. At a regularly-scheduled committee meeting following the end of the fiscal year (Dec. 31st) but before March 1st of the following year, after tabulation of year-end expenses, if the Roundup's bank balance is above the Prudent Reserve, it is suggested that the incoming BARUC vote to make a donation to AA Intergroup and General Service of an appropriate amount, which should not exceed the total dollar difference between the account balance and the Prudent Reserve. The donation allocation to these organizations should be in accordance with published AA financial guidelines.
- C. In accordance with AA's Seventh Tradition, the BARUC may decide appropriate admissions/registrations fees for the Roundup Convention and other events throughout the year with the goal of keeping the BARU and all its events financially self-supporting through contributions from its membership. It is strongly suggested that admission charges to all BARU events be explicitly presented as a "suggested donation", in keeping with AA's Third Tradition. At no point should an AA member be denied admission to a BARU event for inability to pay.
- D. In accordance with AA's Seventh Tradition, event volunteers (like BARUC members themselves) are expected to pay their own way for admission to BARU events. Like any other attendee, individuals in financial need may of course speak with the Treasurers about paying less than the suggested donation.

Section 15: REVISIONS TO THE BYLAWS:

- A. Any proposal for revisions to the bylaws shall be presented in writing and reviewed by at least one Exec. Co-Chair and the Traditions chairperson before being proposed to the BARUC during a committee meeting.
- B. Proposals for revisions to the bylaws must be presented by an elected BARUC member at a regularly scheduled BARUC meeting (not at special meetings or emergency sessions). A vote to ratify a change to the bylaws must not be taken for at least 4 weeks after a change has been presented to allow for discussion and comment by committee members.
- C. Revisions to these bylaws require 1) a quorum (as defined in Section 9: "VOTING"), and 2) ratification by at least a 2/3 majority vote by BARUC members (not including vacant positions). Email votes will be allowed up until the time of the meeting during which the votes are tallied. Any committee member who does not cast a vote, either in person or by email by the time of the meeting, shall be counted as an abstention and not included in the total vote count. Ratification by at least 2/3 of the total BARUC votes cast constitutes passage.
- D. Executive Co-Chairs and Traditions chairperson *are allowed* to vote on proposals to revise the bylaws. Traditions chairperson shall be responsible for collecting and certifying any email votes and is responsible for certifying the overall vote count on revisions to the bylaws.

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- E. Proposed revisions to bylaws shall be made available for review at least two weeks before a scheduled vote, both by email to BARUC members and posting on the BARU website.
- F. Duly ratified provisions shall be incorporated into this document within 60 days of a successful vote and shall take effect at that time, unless otherwise agreed to by a majority of the BARUC.

Section 16: DISSOLUTION OF THE GROUP

- A. Dissolution of the group can only occur by unanimous vote by all current members of the BARUC.
- B. Upon the dissolution of the group, assets shall be distributed to AA service entities (district, area committee, GSO, intergroup/central office, etc.), as outlined in the Finance Guidelines published by the AA General Service Office.
- C. Any such assets not so disposed of shall be disposed of by a Court of Competent Jurisdiction of the county in which the principle office of the group is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

[Originally Adopted 12/14/2014]