

Policies and Procedures for

Santa Clarita Valley Hospitals and Institutions Committee

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I. STATEMENT OF PURPOSE

The sole purpose of the Santa Clarita Valley Hospitals and Institutions Committee (a.k.a. SCV H&I, referred to as "the Committee" in this document) is to carry the message of Alcoholics Anonymous to those confined in institutions (both public and private) that are engaged in the treatment and rehabilitation of alcoholics.

The Committee consists of sober members of Alcoholics Anonymous and is created under the ninth tradition of Alcoholics Anonymous: "A.A., as such, ought never be organized; but we may create service boards or committees directly responsible to those they serve." The Committee, as such, is a service board that operates in accordance with the Twelve Traditions of Alcoholics Anonymous in all its affairs. The Committee is not a separate thing apart from Alcoholics Anonymous. It is pursuant to its existing services. Panel meetings are held at the invitation of respective institutional administrations, ever mindful of the concept of cooperation, not affiliation.

The Committee guarantees continuity of the AA panels. No one individual can make this possible, only the coordinating continuity of a committee can. Members come and go, but the Committee continues in the legacy of unity.

II. MEMBERSHIP QUALIFICATIONS

To qualify for Committee membership, the requirements are:

- A. Committee member must be a member of AA, obtaining total abstinence from alcohol, who regularly attends AA meetings and agrees with our statement of purpose.
- B. Any Committee member employed at an institution or facility where panels are provided by the Committee is not to accept an assignment where employed.

III. ATTENDANCE

To maintain the Committee's effectiveness, continuity and unity, it is essential that members attend the monthly Committee business meetings. Specific attendance guidelines have been established for various service commitments.

- A. Attendance requirements at Committee business meetings are necessary for specific services and service commitments according to the following criteria:
 1. To be a member of the Service Board/Policy Council, twelve (12) meetings attended.
 2. To be a Facility Coordinator, ten (10) meetings attended.
 3. To earn voting privileges, six (6) meetings attended.
- B. Excused absences due to illness or unexpected circumstances may only be excused at the discretion of the Director or Co-Director, with only two (2) excused absences allowed per year.

IV. VOTING AND CANDIDATE ELIGIBILITY

- A. The candidate will have fulfilled all sobriety and service requirements pertaining to the office for which he or she is running.
- B. All candidates must meet the attendance requirements from Article III.
- C. Members are eligible to vote at elections when six (6) Committee business meetings have

been attended during the voting year. (The voting year is November through October.)

- D. Disputes regarding absences and voting eligibility must be taken before the Service Board at the meeting one month prior to vote.

V. COMMITTEE ELECTIONS

- A. At the October Committee business meeting, the Registrar will publish a list of all offices available for election and a list of all candidates who qualify for each office. Any corrections to this list must be made in writing on or before the November Committee business/election meeting. The Director will ask for nominations for each office available for election from eligible voting Committee members.
- B. At the November Committee meeting, the Director will ask if any nominees are unable to serve. If so, their names will be withdrawn. On the scheduled election night, all eligible voters may cast their secret ballots, one choice per ballot per office. Each office will be filled prior to next balloting. In case of a tie, there will be a run-off. The candidate with the majority of votes will honor the elected position.
- C. The elected offices that will comprise the Committee's Service Board are Director, Co-Director, Secretary, Treasurer, Literature Chairperson, Registrar, Southern California H&I Intergroup Representative and Fundraising Chairperson. This group of elected officers also comprises the Committee's Policy Council. (The Policy Chair is also part of this Service Board/Policy Council.)
- D. The newly elected officers (and the outgoing Director who will assume the position of Policy Chair) will undertake their duties at the close of the November Committee business meeting.

VI. COMMITTEE AND UNEXPIRED TERM APPOINTMENTS

- A. The Director may appoint, as necessary, the following positions:
 - 1. Central Office Intergroup Representative
 - 2. General Service Liaison
 - 3. Public Information Chairperson
 - 4. Telephone Information Chairperson
 - 5. Facility Coordinators
 - 6. Brewmaster
- B. When it becomes necessary to fill any unexpired term (including the Policy Chair), the Director will appoint someone with the proper qualifications to fill the position on a temporary basis as soon as that vacancy is known. The new position holder will be ratified at the next business meeting or an election will be held for that office under our voting and election guidelines, as they apply to the situation.
- C. No Committee member will fill more than three (3) positions at any time, exclusive of elected and/or appointed offices, except as required by circumstances. (Facility Coordinator and Panel Leader at the same facility will be considered one position. Fifth-week meetings and Co-Panel Leaders are also excluded.)

VII. REQUIREMENTS, DUTIES AND RESPONSIBILITIES OF ALL OFFICERS

- A. Every Committee officer must meet requirements of Section III.

- B. All officers should attend all Committee Business and Service Board meetings (except when they have been excused).
- C. Must have at least one (1) year continuous Committee service (more for certain offices).
- D. May be re-elected to the same office after a period of two (2) years from expiration of term.
- E. Must turn over all records, money, inventory or anything entrusted to them as part of their commitment, to the newly elected officer. When termination of the office is due to either voluntary or involuntary resignation, the above will be turned over to the Director immediately.

VIII. THE COMMITTEE'S SERVICE BOARD/POLICY COUNCIL

A. DIRECTOR

- 1. Will have a minimum of four (4) years of continuous sobriety and two (2) years of continuous Committee service at the time of election.
- 2. Will hold office for one (1) year as Director, and then automatically hold the position of Policy Chair the following year.
- 3. Will coordinate and direct all Committee activities.
- 4. Will attend and preside over all Committee business meetings and Service Board meetings.
- 5. Will keep informed of all Committee business and activities via Committee personnel.
- 6. Will appoint selected personnel as outlined in Section VI.
- 7. Will oversee all panel activities occurring in all institutions served by the Committee with the assistance of the Co-Director.

B. CO-DIRECTOR

- 1. Will have a minimum of three (3) years of continuous sobriety.
- 2. Will hold office for one (1) year.
- 3. Will work closely with the Director in any capacity or situation as delegated by the Director.
- 4. Will assist Director in overseeing all panel activities.
- 5. Will assume the Director's duties and responsibilities when the Director is absent.
- 6. Will preside over orientation meetings and be responsible for assisting new H&I members in their first few months.
- 7. Will maintain regular contact with Facility Coordinators.

C. SECRETARY

- 1. Will have a minimum of one (1) year continuous sobriety.
- 2. Will hold office for one (1) year.
- 3. Will record the minutes of all regular Committee business meetings and read such minutes to the Committee when so directed.
- 4. Will provide copies of these minutes for the Committee membership.
- 5. Will record all pertinent notes as directed by the presiding officer of all Service Board meetings.

6. Will serve as typist in the preparation of all documents deemed necessary by the Director.
7. Will maintain yearly files of all incoming and outgoing correspondence related to the Committee.

D. TREASURER

1. Will have a minimum of two (2) years of continuous sobriety.
2. Will hold office for one (1) year.
3. Will receive, deposit and disburse as required all funds of the Committee and maintain separate records for Literature, General, Reserve and Fundraiser Funds. (See Section IX.)
4. Will maintain necessary two-signature checking accounts at a local bank with three (3) signatories.
5. Signatories will be the Treasurer, the Director and the Co- Director.
6. All Committee funds will be accounted for through transactions on this account.
7. Records will be kept current and may be examined by any Committee member.
8. Will submit a written report of the current financial condition at each monthly Committee business meeting.

E. LITERATURE CHAIRPERSON

1. Will have a minimum of two (2) years of continuous sobriety.
2. Will hold office for one (1) year.
3. Will purchase AA approved literature to be distributed to facilities and/or institutions served by panels of the Committee.
4. Will receive and maintain records of all literature purchased from the Literature Fund.
5. Will purchase and record disbursements of literature (as required) and maintain a sufficient inventory of AA approved literature to be disbursed through Facility Coordinators and Panel Leaders of the Committee.
6. Will provide to the Treasurer receipts for all literature purchases.
7. Will periodically review the suggested literature list from the New York Central Office and make recommendation to the Service Board.

F. REGISTRAR

1. Will have a minimum of one (1) year of continuous sobriety.
2. Will hold office for one (1) year.
3. Will record and maintain an up-to-date attendance record for each member of the Committee, including sobriety dates.
4. Will maintain the facility calendar and provide copies of the calendar at each business meeting.
5. Will maintain a current address and telephone list of all members.
6. Will advise appropriate Facility Coordinators of recurring absences.

G. SOUTHERN CALIFORNIA H&I INTERGROUP REPRESENTATIVE

1. Will have a minimum of two (2) years of continuous sobriety.
2. Will hold office for two (2) years.
3. Will attend all Southern California Intergroup meetings or select a qualified Committee member to attend as an alternate so that the Committee is represented at every Intergroup meeting.
4. Will report all pertinent information concerning Intergroup activities to the Committee, including experience of other committees which may prove helpful, and will share our Committee's information and experiences with Intergroup. Will coordinate an Intergroup meeting in the Santa Clarita Valley when agreed upon by the Committee and coordinate a potluck dinner for this meeting.
5. Will coordinate the Committee's participation in the annual Southern California H&I Conference.

H. FUNDRAISING CHAIRPERSON

1. Will have a minimum of two (2) years continuous sobriety.
2. Will hold office for one (1) year.
3. Will oversee all aspects of the Fundraising committee.
4. The Fundraising committee may raise funds for the General Fund, the Literature Fund, and any service projects deemed appropriate by the Service Board.
5. The Fundraising committee will be comprised of AA volunteers who wish to serve and assist in the various fundraising projects.
6. All fundraising will be from AA members only, ever mindful of the AA tradition, "We are fully self-supporting through our own contributions."
7. Will keep records of all meetings and events, including, but not limited to: meeting minutes, fundraising notes, and accounting of money spent and received.
8. All money collected will be turned over to the Committee Treasurer at the completion of the event or project.

I. POLICY CHAIR

1. Must have a minimum of five (5) years of sobriety and at least three
2. (3) years of continuous service with the Committee.
3. Will attend all regular business meetings and all Service Board meetings.
4. Will keep current with all policies and procedures and ensure that the Committee is upholding them.
5. Will be responsible to ensure that all Committee members have a copy of current policies and procedures.
6. Will record and report any proposed changes to by-laws to the Committee, and insure that correct procedure is followed in changing policies and procedures.
7. Will record and report any changes to the policies or procedures to the Committee.
8. Will assist the newly elected board members in completing any unfinished work in progress from the outgoing Board.
9. In the event that the Director is unable to fulfill his/her term, and the Co-Director does not meet requirements for Director, the Policy Chairperson will assume the Director's duties until an election is held to replace the Director.

IX. CHANGING POLICIES AND PROCEDURES

- A. Changing these guidelines requires approval by a simple majority vote at two consecutive business meetings of the eligible voting Committee members present.
- B. Upon acceptance of any guideline change, the change will be incorporated and the new Policy will be marked with a revision date.

X. FINANCIAL ACCOUNTS

The Committee is funded entirely from contributions by members of Alcoholics Anonymous only in accordance with the Seventh Tradition: "Every AA group ought to be fully self-supporting, declining outside contributions." All donations received or funds raised will be dispersed for the particular purpose for which they were donated or raised.

- A. Donations received or funds raised for literature are placed in the Literature Fund and are to be dispersed for literature only.
- B. Donations collected or funds raised for the general running of the Committee are placed in the General or Reserve Fund and are to be dispersed for the general expenditures of the Committee or to maintain a prudent reserve.
- C. The Service Board of the Committee will vote on all expenditures from the Literature Fund or General Fund, unless there is a seconded motion and a simple majority vote of the Committee for an expenditure at the regularly scheduled monthly Committee business meeting.
- D. Excluding Literature Fund Money, funds may be transferred to the Reserve Fund or the General Fund for another purpose other than originally intended only if it is approved by a simple majority vote of the Committee at a regularly scheduled Committee business meeting.

XI. VARIOUS APPOINTED CHARMANSHIPS & COMMITTEE POSITIONS

- A. (Non-Service Board members)
 - a. Must meet requirements of Section III.
 - b. Any panel participant on probation or parole must have official clearance from proper authorities where required.
- B. FACILITY COORDINATOR
 - 1. Will have a minimum of two (2) years of continuous sobriety and one year of continuous Committee service at the time of appointment.
 - 2. Will have served a minimum of one (1) year as a Committee Panel Leader with the Santa Clarita Valley H&I Committee.
 - 3. Will not serve as Facility Coordinator of any one facility beyond a maximum term of three (3) years, with a minimum period of three
 - 4. (3) years between successive terms.
 - 5. The Facility Coordinator of CCI Tehachapi, in addition to all regular Coordinator's duties, will also assume the following tasks:
 - a. Will serve as clearance coordinator for all members wishing to become Panel Leaders and/or speakers at that institution.
 - b. Will maintain regular Committee contact with the penal authorities at CCI

Tehachapi who are involved with the SCV H&I program at that institution.

6. The Facility Coordinator at Peter Pitchess Detention Center, in addition to all regular duties, must also assume the following tasks:
 - a. Will contact the Peter Pitchess Detention Center Deputy in charge of prisoner services for each Committee panel.
 - b. Will contact on a regular basis the Deputy at the main jail in charge of issuing clearance lists involving this Committee.
 - c. Will attend quarterly volunteer meetings at Central Jail.
 - d. Will carefully select panel leadership who meet Committee requirements.
7. Will ensure that selected Panel Leaders have a thorough understanding of their duties, requirements and responsibilities, emphasizing the primary commitment of carrying the message of Alcoholics Anonymous.
8. Will provide each Panel Leader with a copy of the roster of panels serving that particular facility and a copy of the GUIDELINES FOR ALL PANEL MEMBERS AND SPEAKERS (see ADDENDUM).
9. Will be aware of the attendance (or absence) of Panel Leaders at Committee business meetings.
10. Will attend the first meeting in a facility conducted by a new Panel Leader if previous Leader is unable to attend.
11. Will quickly remove and replace any Panel Leader who willfully fails to carry out duties and responsibilities.
12. Will attend all Committee orientation meetings and give a report on the facility that they service when asked to do so by the Director. If the Coordinator is unable to attend the business meeting, it is imperative that he/she appoints some other qualified person involved with panels at that facility to be present as an alternate and to give a report if asked.
13. Any Facility Coordinator who wishes to discontinue service shall notify the Director.
14. Although the outgoing Facility Coordinator may recommend a Committee member as a replacement, the authority to appoint rests entirely with the Director.
15. Will notify Registrar of any change of address or telephone number of a Panel Leader.

C. PANEL LEADER I CO-PANEL LEADER

1. Panel Leader will have a minimum of one (1) year of continuous sobriety at the time of appointment; Co-Panel Leader will have a minimum of six (6) months of sobriety at time of appointment. (If sobriety is less than one (1) year, the Panel Leader or a qualified replacement must be present at all panel meetings.) Either must, at the least, meet facility requirements and have Director approval should it become necessary for someone with less time to cover a panel.
2. Will have participated in at least three (3) SCV H&I panels prior to appointment as a Panel or Co-Panel Leader.
3. Will attend the scheduled facility meetings regularly, and if unable to attend, will notify the Facility Coordinator and arrange for a qualified alternate Panel or Co-Panel Leader.

4. Will do everything possible to prevent a "dark night" at the facility served.
5. Will notify the Facility Coordinator of any problems with the facility and/or panel.
6. Will notify the Facility Coordinator of any changes in personal address or telephone number.
7. In order to retain leadership of a panel, a Panel Leader or Co-Panel Leader will miss no more than two (2) consecutive Committee business meetings, except when excused by the Director or Co- Director.
 - a. Panel Leaders and Co-Panel Leaders whose panels are on business meeting nights will attend a business meeting at least once per quarter.
 - b. The Panel Leaders will be responsible for sending a qualified alternate Panel Leader on those nights.
8. Will be responsible for making certain that all panel members and speakers acknowledge and agree to appropriate attire and deportment while on a panel. (This includes going to, leaving, and while at the facility.)
9. Will review with the panel members and speakers the Committee's GUIDELINES FOR ALL PANEL MEMBERS AND SPEAKERS (see ADDENDUM).

D. PANEL MEMBERS AND SPEAKERS

1. Will be active members of Alcoholics Anonymous who attend AA meetings on a regular basis.
2. Will meet sobriety requirements (if any) of the facility visited.
3. Must meet all security requirements for the facility served.
4. Agree to abide by all the rules and regulations for any facility attended.
5. Will follow this Committee's GUIDELINES FOR ALL PANEL MEMBERS AND SPEAKERS (see ADDENDUM).

XII. DEPORTMENT

- A. Any member of this Committee may be automatically disqualified from further Committee service and panel participation when any one of the following occurs:
 1. Loss of sobriety. Sobriety requirements must be re-attained for membership in the Committee.
 2. Willful refusal to abide by the guidelines of this Committee.
 3. Willful refusal to abide by the rules and regulations of the facility served.
 - a. If a willful violation of rules and regulations of the facility is reported to the Committee, it will be referred to the Service Board for review. A decision will be made as to possible disqualification from Committee service.
 - b. The member involved will have the right to appeal to the Committee.
- B. If an elected Service Board member loses his sobriety or is in violation of this Committee's guidelines of deportment, the Service Board will convene to discuss a solution to the situation with the person. If it is deemed necessary for that person to vacate his position, the Director will appoint that position.

XIII. DRESS CODE

- A. Panel members will dress appropriately for all panels, ever mindful that they are representing the Santa Clarita Valley Hospitals and Institutions Committee and Alcoholics Anonymous.
- B. Panel members and speakers will not wear suggestive or provocative clothing at any facility served.
 1. Examples of improper attire are:
 - a. Tank tops or T-type shirts
 - b. Cut-offs or inappropriate shorts
 - c. Mini-skirts or slit skirts
 - d. Gang attire
 - e. Tight-fitting blouses or sweaters
 - f. Low-cut or see-through blouses
 2. In addition to the SCV H & I dress code, the specific facility dress code requirements must be followed at all times.

XIV. DRIVER'S LICENSE

Some institutions may require that all visitors (including H & I members) display or surrender a valid California driver's license or valid picture identification while visiting the institution. Sometimes these institutions run a background check on visiting individuals. It is highly recommended by this Committee that you do not go on a panel at such an institution if you have any outstanding warrants or other legal problems. You are not immune from arrest or detention while serving on an H & I panel.

XV. BUSINESS MEETINGS

- A. Regularly scheduled Committee business meetings will be held on the FIRST THURSDAY of each month. At all regular Committee business meetings, attendance will be recorded for each member of the Committee. If this attendance record is done with a sign-in sheet, no member is authorized to sign in for another member.
- B. No personal telephone numbers or addresses, either residential or business, are to be used in any way as a mailing for any form of solicitation or commercial venture. H&I records are solely for the use of the Hospital and Institutions Committee.
- C. All regular Committee business meetings are to be conducted according to an agenda prepared by the Director, who shall preside over the meetings.
- D. Special and/or emergency meetings may be called by the Director or the Service Board. If the Director calls a special and/or emergency meeting, the Director will preside over the meeting. If the Service Board calls the meeting, the Board will determine in advance who will preside over that meeting.

XVI. ORIENTATION MEETINGS

- A. Regular orientation meetings will be held once per month under the supervision of the Co-Director.
- B. Orientation meetings are designed to share experience and information about the Committee and H&I service with interested newcomers to H&I. Emphasis is to be placed on the nature of the commitment and the Committee's primary purpose.

- C. The Co-Director, along with the Facility Coordinators and Panel Leaders, will work to assist all newcomers to the Committee during the first weeks of membership and to help them get panel assignments.

XVII. SERVICE BOARD MEETINGS

- A. The Committee's Service Board will meet once per month prior to the regular Committee business meeting.
- B. The Service Board consists of the Director, Co-Director, Secretary, Treasurer, Literature Chairperson, Registrar, Southern California Intergroup Representative and Fundraising Chairperson.
- C. The purpose of the meeting is to review the status of existing Committee business and to aid the Director in the preparation of the agenda for the forthcoming Committee business meeting.

XVIII. ADDENDUM

GUIDELINES FOR ALL PANEL MEMBERS AND SPEAKERS

- A. No panel meeting regularly conducted under the auspices of the Santa Clarita Valley Hospitals and Institutions Committee shall be held in any facility except under the direct supervision of a regularly delegated Panel Leader specifically appointed by the Committee who is acceptable to the authorities of the facility served.
- B. All panel members and speakers must be AA members who regularly attend AA meetings (twelve months for penal and psychiatric institutions).
- C. The sobriety requirements of each institution are to be rigidly upheld by all Panel Leaders and speakers.
- D. Personal accounts of AA case histories ("What we were like, what happened, and what we are like now"), AA principles and AA general information are to be the main topics of any AA panel meeting conducted by the Committee, within all facilities served.
- E. Any use of vile language, profanity or filthy stories is prohibited by the authorities of institutions served, as well as the Committee, and by request of inmates and patients themselves.
- F. No member of this Committee or their invited guests may take anything except AA-approved literature into any facility, nor may they carry anything out. This specifically forbids the exchange of telephone numbers, addresses, and any other messages between inmates, patients, or residents.
- G. A member of AA on parole or probation shall neither attend nor participate in a panel of this Committee without first obtaining official clearance from the proper authorities.
- H. Panel Leaders shall be entirely responsible for the conduct of all speakers taken into any facility or institution, and shall instruct all speakers in advance regarding pertinent regulations of the facility or institution served. All speakers should read these printed guidelines before beginning a panel meeting.
- I. Any specific requirements of each individual institution will be furnished by the Committee (through its facility chairperson) to each Panel Leader and speaker, thus ensuring that all panel participants have a full and clear understanding of their responsibilities in connection with their assignments.
- J. Failure to comply with any Committee guideline shall be sufficient grounds for removal from

any and all panels of the Committee. All questions of conduct or failure to comply with Committee guidelines shall be reported to the Policy Council, who shall decide possible disqualification from Committee service. The person involved shall have the right of appeal, first to a meeting of the Service Board, and then to the Committee.