

Coachella Valley Hospitals & Institutions Committee CVH&IC

Policy And Guidelines

Revised August 2019

INTRODUCTION	4
STATEMENT OF PURPOSE	4
DEFINITIONS	4
MEMBERSHIP REQUIREMENTS	5
PANEL CAPTAINS	5
GENERAL RULES REQUIREMENTS	5
	5,6
ATTENDANCE MONTHLY COMMITTEE MEETING	6
MISSED ATTENDANCE AT PANELS	6
DUES AND DON'TS	6,7
DUTIES OF OFFICERS	7
CHAIRPERSON	7
VICE CHAIRPERSON	7,8
SECRETARY	8,9
TREASURER	9
JAIL AND PRISON CAPTAIN	9,10
H&I GENERAL SERVICE REPRESENTATIVE	10
INTERGROUP REPRESENTATIVE TO CENTRAL OFFICE	10
BRIDGE THE GAP LIAISON	10,11
LITERATURE COORDINATOR	11
SOUTHERN CALIFORNIA AND H&I INTERGROUP AND CONFERENCE REPRESENTATIVE	11,12
	12,13,14,15
TREASURY	12

FUNDING	12
SEVEN TRADITION	12
PINK CAN	12
GENERAL FUND EXPENDITURES	13
IND PRUDENT RESERVE,	13
LITERATURE FUND	13
LITERATURE PRUDENT RESERVE	13
EXPENDITURES	13
TRANSFERS OF FUNDS	13,14
BUDGET	14
BUDGET DETERMINATION	14
	14
BUDGET ADMENDMENTS/EXCEPTIONS	14
ANNUAL AUDIT	15
AMENDMENTS TO POLICIES AND GUIDELINES	15
POLICY COMMITTEE	15

Hospitals & Institutions Committee
P.O. Box 1843
Palm Desert, CA 92261

INTRODUCTION

Statement of purpose

The sole purpose of the Coachella Valley Hospitals & Institutions Committee (the committee) is to carry the message of Alcoholics Anonymous (AA) to persons residing in any facility, government or private, where there are alcoholics. All AA panel meetings of this committee are to be conducted at the invitation of each facility.

The committee is created under the ninth tradition of AA which states "AA, as such, ought never be organized; but we may create service boards or committees directly responsible for those they serve". The committee operates under the twelve traditions of AA in all its affairs, ever mindful of the admonition "cooperation, not affiliation". The committee is not a thing apart from AA, but complements its existing services. The committee guarantees continuity of the AA panels. No one individual can make that possible – only the coordinated continuity of a committee can do so.

As AA members of this committee we cannot, and do not, speak for AA as a whole. Our primary purpose is to "carry the message" of AA, and to share our experience strength and hope, as it relates to the adherence of the program of recovery as it is outlined in "The Big Book" of Alcoholics Anonymous.

Definitions

Hospital: A medical Facility, treatment center, detox, rehabilitation facility or shelter whose purpose is to detoxify and/or rehabilitate alcoholics.

Institution: A locked or secure facility such as a jail or penitentiary where men or women are incarcerated.

Panel: A commitment by a member of H&I to bring a meeting of Alcoholics Anonymous into a facility on a specific day and time each month. The criteria for acceptance of a panel by the H&I committee is that it's **not** a meeting which is open to members of AA in general.

Membership Requirements For CVH&I Committee

Must attend three H&I monthly business meetings to become a regular member and provide phone number and email so that we may list you on our roster. During this interim period, may go as a guest to places served, except for jails. Guests may share but, may not lead a meeting until becoming a regular member. To maintain membership, one must not miss more than two H&I business meetings in a row. This requirement may be waived under special circumstances as deemed by the chairperson or panel captain.

Panel Captain's

Panel captains are required to give panel status reports at the monthly CVH&IC business meetings. Panel Captain must maintain regular contact with the facility being supported.

Schedule conflicts with monthly meetings.

For those panel captains whose commitment coincides with the monthly H&I business meeting, special consideration is given regarding the attendance rules. It is critical that these panel captains call or email the chairperson to give his or her panel status and that they come to at least three committee meetings a year. At those times, a suitable substitute must be found to cover their panels

General Rules and Requirements

ALL MEMBERS OF THE CVH&IC ARE RESPONSIBLE TO OUTREACH FOR THE COMMITTEE MEETING

Committee meeting Schedule

The H&I committee holds its monthly business meeting on the second Wednesday of each month at Fellowship Hall 45940 Portola Avenida Palm Desert, Ca. 92260 5:45-6:30 pm.

Membership Voting Requirements

To qualify for membership of CVH&IC, a volunteer shall:

- Attend three consecutive CVH&IC business meetings
 - Have a working knowledge of the twelve steps and twelve traditions
1. Only regular CVH&IC members, as defined in the "membership requirements for CVH&IC", are eligible for voting on any business conduct at the meeting.

2. Election of officers for the CVH&IC will be held during the fourth quarter of the calendar year and become effective January 1st of the following year.
3. All nominations to come from the floor.

Attendance at monthly committee meetings

Members missing more than two consecutive business meetings will lose membership in CVH&IC and must start over by satisfying the membership requirements once again. If that member is also a panel leader, he or she also loses the panel and must re-qualify before being able to take another panel.

Attendance is taken at the monthly CVH&IC meeting. All members must sign in and provide the required information on the sign-in-sheet. Falsifying information or signing in for an absent member is grounds for loss of membership. When signing in, members are urged to verify that the roster contains current email address and telephone numbers and make corrections as necessary.

Missed attendance at panels

"DARK NIGHT" is an unexcused missed commitment to hold a meeting. Three consecutive "DARK NIGHTS" per year is grounds for dismissal.

Do's and Don'ts

- We don't carry the message of Alcoholics Anonymous when we use profane or vulgar language.
- When speaking at the monthly business meeting be considerate and respectful.
- We do not talk excessively about drugs, narcotics or any other twelve-step programs.
- We do not talk up or down to the people to whom we are carrying the message.
- Other than AA conference approved material that has been approved by the facility; we do not take anything into a facility. We do not take anything out.
- We do not discuss staff, officials or regulations of a facility with the inmates/residents.
- We respect the anonymity of all AA members in and out of the facilities.
- We start and end our meetings on time allowed by the facility.
- We follow all the facility rules and regulations including, but not limited to dress code, allowed literature and AA materials, conduct within the facility, clearances, identification and paperwork.
- We brief our guests on the rules and regulations for the facility that we are visiting.
- We realize that we are representatives of Alcoholics Anonymous and recognize that we may be someone's first contact with AA

- Failure to comply with the H&I regulations could incur disciplinary measures up to and including loss of one's panel and revocation of security clearance.
- No personal relationships with any inside member including sponsorship.
- No personal information given to inside members
- No H&I committee member may pick up an individual at the institution that they serve.

Duties of Officers

Chairperson

1. Must have three years of Continuous sobriety and one year of CVH&IC service.
2. Shall preside at all regular, special and general meetings of the committee, and may appoint special functions/duties as deemed appropriate.
3. Be authorized to communicate with any institution served by the CVH&I committee for the purpose of offering assistance to the Panel Captain; shall consult with the head of the institution, as needed to establish harmony.
4. Shall be empowered to make studies and recommendations for meetings in institutions not yet served, reporting such findings to the CVH&I committee.
5. May resign at any time by written notice to the secretary.
6. In the event of resignation, the vice chairperson shall become the next chairperson
7. and the committee shall elect a new vice chairperson at the next business meeting.
8. Term of office for the chairperson is one year.

Vice Chairperson

1. Must have two years of Continuous sobriety and one year of CVH&IC service.
2. Shall preside in the absence of the chairperson at all regular, special and general
3. meetings of the committee and may appoint special functions/duties as deemed appropriate.

4. May be delegated special duties by the chairperson and shall perform assigned duties in the absence of the chairperson, which includes calling or emailing all members one day in advance of the monthly business meeting.
5. May resign at any time by written notice to the secretary.
6. In the event of resignation, the committee shall elect a new vice chairperson at the next business meeting.
7. Complete the annual audit with the treasure
8. Completion of an expired term is not to be considered as a term served.
9. Term of office for the vice chairperson is one year.

Secretary

1. Must have two years continuous sobriety and one year of active CVH&IC service.
2. Shall keep a complete record in the form of minutes of every meeting, submitting a copy to the committee via email.
3. Shall keep an accurate and updated CVH&IC membership roster
4. Shall handle all correspondence
5. Shall obtain all necessary stationary supplies.
6. May purchase up to \$25.00 worth of supplies without committee approval, submitting receipts to the treasurer.
7. May resign at any time by giving written notice to the chairperson; a new secretary shall be elected at the meeting when the resignation is announced.
8. Term of office for the secretary shall be for a period of one year.

Treasurer

1. Must have three years of continuous sobriety and one year of active CVH&IC service
2. Keep accurate records of all money collected at the monthly H&I Business meeting as well as that donated by groups and individuals in AA.

3. Disburse money at Chairman's approval or majority vote of the H&I committee for H&I expenses. All funds collected shall be for literature and necessary expenses, but extraordinary expenses (exceeding \$25.00) shall be approved by the CVH&IC.
4. Report account balances to the chairman before the monthly HNI business meeting.
5. Publish a monthly financial report, including acknowledgment of donations, in the desert lifeline Coachella valley AA newsletter.
6. The treasurer will pick up mail at least twice a month and distribute mail accordingly prior to the monthly business meeting. Any correspondence requiring immediate response will be delivered to the appropriate member, or prompt reply, upon pick up from the post office box.
7. The deposit will be made at least twice a month.
8. May resign at any time by giving written notice to the Chairperson; a new treasurer shall be elected at the meeting when resignation is announced.
9. Term of office for the treasurer shall be a period of one year.
10. Completion of an unexpired term is not to be considered a term served.

Jail and Prison Captain

1. Must have a required amount of continuous sobriety and one year of active CVH&IC service
2. Must be cleared by the institution and obtain any necessary identification.
3. Is responsible to the CVH&IC Chairperson.
4. Is responsible for rotation of leadership on panels.
5. Any incidents concerning a meeting shall be reported to the chairperson

H&I General Service Representative (GSR)

1. Minimum of two years of continuous sobriety
2. Be a member of CVH&IC.
3. At the direction of the H&I chairman, must attend the District meetings and Area Assemblies and present the H&I group conscience at those meetings.

4. Must be prepared to give a report of General Service activities to the chairman before the monthly CVH&IC business meetings taking special care to report on those items affecting correctional and treatment facilities within Alcoholics Anonymous.

5. Will serve for a period of one year. May serve one additional term.

H&I Intergroup Representative to Central Office (IGR)

1. A minimum of one year continuous sobriety.

2. Be a member of CVH&IC.

3. Must attend the monthly intergroup meeting and give H&I status reports to that group as supplied by the chairman.

4. Must be prepared to give a report of Intergroup activities to the chairman before the monthly H&I business meeting.

5. Will serve for a period of one year. May serve one additional term

Bridge the Gap Liaison

1. A minimum of one year continuous sobriety.

2. Be a member of CVH&IC.

3. Attend three consecutive CVH&IC business meetings.

4. Report to CVH&IC on the activities and needs of the Bridge the Gap committee

5. Will serve for a period of one year. May serve one additional term

Literature coordinator

1. A minimum of one year continuous sobriety.

2. minimum of one year to H&I work

3. purchase a conference approved literature

4. obtain the best possible pricing for literature to assure the maximum number of books available for distribution
5. control the distribution process to assure fairness and getting literature to each panel coordinator.
6. literature request and distribution. Panel coordinators will make request for needed literature to the literature coordinator at the monthly H&I business meeting. Literature request will be filled at the following months business meeting.

Southern California H&I Intergroup and Conference Representative

1. Minimum of two years continuous sobriety
2. Minimum one year of H&I work
3. Attend all Southern California H and I intergroup SCHII meetings when unable to attend send a qualified alternate.
4. Report pertinent committee information to SCHII can share experiences which may help other SCHII participants
5. Report SCHII information and activities to the committee when applicable
6. Coordinate the hosting of the intergroup meeting in Coachella Valley and provide for the customary potluck lunch
7. Attend CVH&IC meetings to coordinate SCHII activities and coordinate with the annual Southern California H&I conference with CVH&I

Finances

1. Treasury

A bank account shall be maintained in the name of CVH&IC with at least two CVH&IC officers listed as signatories. Two signatures are required on each check issued.

2. Funding

All funding for CVH&IC activities is to be generated solely from A.A. voluntary contributions of alcoholics anonymous members collected by means of the AA group's 7th tradition collection or through CVH&IC Pink Can collections. No funds shall be generated by acceptance of donations of money from non-AA events or entities: Nor shall CVH&IC accept any donations collected through any fees, dues or profits generated from items for sale at such events.

A. Seventh tradition

Seven tradition contributions are all funds donated by regular AA meetings contributions are not specifically identified as Pink Can contributions. Approximately 1/3 of the seventh tradition contributions will be used for literature expenses and approximately 2/3 will be used for CVH&IC general fund expenses.

B. Pink Can

Pink Can contributions are funds received from AA groups by means of a voluntary contribution in cans specifically designated and marked for H&I contributions. All Pink Can contributions will be used solely for the purpose of purchasing literature to be taken into institutions it may not be used for Coachella Valley hospitals and institutions general expenses or other expenses.

3. General fund expenditures

Facility rental, mailbox rental, H&I meeting expense, business meeting forms, meeting set up cleanup and maintenance charges, storage facility fees, bank fees, raffle supplies and expenses, H&I newsletter printing fees, expenses other than those paid by the literature fund. Legal expenditures, insurances, tax fees, related expenses and miscellaneous expenditures necessary to conduct committee's meetings and activities are paid through the general fund. Fuel cost

reimbursement to support panels going to distant hospitals or institutions. H&I funds should not be used for any purpose other than stipulated by the H&I guidelines.

4. General fund prudent reserve

The general fund reserve shall be six months of general expenditures.

5. Literature fund expenditures

All H&I related brochures and literature including H&I related brochures and H&I newsletter expenses proportional to the space devoted to literature fund related activities will be paid through the literature fund.

6. Literature fund prudent reserve

Shall be up to six months of average literature fund collections. The average shall take into account literature fund collections for the previous twelve months. This prudent reserve policy considers that there are significant fluctuations in monthly literature fund donations. An approximate six-month reserve gives the committee enough of a cushion to stabilize purchase levels, so that the same amount of literature can be provided to each panel each month, without shortages in any month. If the literature fund balance increases above the approximate six-month reserve, the committee will donate the monies to the SOCAL H&I Committee, as deemed appropriate.

Transfers from the general fund to the literature fund

In December of each year, committee shall evaluate the general fund could reserve and may authorize the treasurer to transfer any email in excess of six months of general expenditures for the literature fund.

Transfers from the literature fund to the general fund

In the event that the general fund prudent reserve drops below two months of general expenditures, the committee may authorize the treasurer of the transfer and amount into the general fund from the literature fun, so that the general fund prudent reserve is equal to six months of general expenditures.

7. Budget

A. Budget Determination

CVH&IC's budget will be determined in the following manner:

1. The Coachella Valley Hospital institutions treasurer shall present a proposed budget for the next year to the CVH&IC in September to review and approve.
2. In October or November that hospital the CVH&IC will vote on the budget. A 2/3 majority of the general membership eligible to vote is required to pass the budget.
3. The CVH&IC treasurer and chair will review the budget for the current year in May and present to the policy Council any anticipated changes based on actual income and expenses.

B. Literature Budget

The approximate literature budget for CVH&IC calculated each year within the overall CVH&IC budget. However, since our primary expenditure is for literature the exact literature budget will be recalculated on a regular basis in order to ensure it conforms to our income.

C. Budget amendments/exceptions

1. Up to two exceptions to the budget per month under \$100 each up to a maximum of five exceptions in a calendar year may be made with approval of two elected officers.
2. Any third or subsequent exception to the budget in any month under \$100 or any sixth or subsequent exception in a calendar year shall also be approved by a 2/3 majority vote of the CVH&IC prior to any expenditures.
3. Any exceptions to the budget over \$100 shall be approved by a 2/3 majority vote of the CVH&IC.

6. Prudent Reserve

The CVH&IC shall strive to maintain a prudent reserve equal to six months operating budget (literature, general expenditures).

7. Annual audit

Each January CVH&IC's finance's will be audited for the prior year. The audit shall be completed before the 1st of July the audit is to be performed by the CVH&IC treasurer and the CVH&IC cochair.

Amendments to policy's and guidelines

These policy's and guidelines may be amended by written notice being submitted to the CVH&IC one month in advance of the meeting when the amendment(s) shall be considered by the committee. If there are suggested change to the proposed amendment(s), they must be submitted to the Chairperson, in writing, seven days prior to the voting meeting.

Policy committee

Effective October 1977, all CVH&IC outgoing committee officers, current and outgoing General Service Representatives, and current and outgoing Intergroup Representatives shall automatically become members of the Policy Committee for a period of one year and will help guide the incoming officers in anyway deemed necessary. The Policy Committee shall meet as needed to handle discussions, issues and situations as they affect the CVH&IC or the committee's policies and guidelines.

These policies and guidelines shall be in addition to any bylaws currently existing for the committee, except that these policies and guidelines shall supersede any prior bylaws that are in conflict with probation hearing.

These bylaws have not been approved.