

GUIDELINES
Hospital and Institutional Committee of Southern California
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Hospital and Institutional Intergroup Committee of Southern California

I. The Intergroup Statement of Purpose

The Southern California H&I Intergroup (here-in-after referred to as "SCHII Committee") is comprised of the delegates from the Hospital and Institution committees, and liaisons from General Service Areas, within Southern California. Our sole purpose is to establish a stronger unity between these H&I committees and General Service Areas by the exchange of our experience, strength and hope, that we may be better able to carry out our primary purpose of carrying the A.A. message to those confined in hospitals, jails and prisons. This committee is not a governing body and has no authority to make rules that would affect the individual Hospital and Institutional Committees that are members.

II. Membership

All Hospital and Institutional Committees covering the area from San Luis Obispo to the Mexican border can become members of the SCHII Committee of Southern California by a representative attending SCHII Committee monthly meeting.

III. Voting and Elections

Election and voting rights for the members of the SCHII Committee: each member eligible to vote will have attended three SCHII Committee business meetings during the past year. Also, only eligible voters can hold an elected SCHII Committee office.

1. General Business: A two-thirds (2/3) majority of those present and voting is required.
2. Elections: Voting for elected servants, elected committee chairs and co-chairs shall be done by written ballot. This allows members who are standing for election to remain in the room to vote. If there is only one candidate for an elected position, voting may be done by a show of hands, or by acclamation, at the discretion of the Coordinator.
3. Voting: Each position will be voted on separately. A simple majority of the votes cast is required for election. (Majority: a simple majority is, simply, more than half of the votes cast. For example, if 50 votes are cast, a majority is 26; if 51 votes are cast, a majority is also 26; and if 52 votes are cast, a majority is 27. If the first ballot does not produce the necessary majority for one candidate, the top two candidates will remain. (In case of a tie for second place, the top candidate and tied second place candidates remain). A second ballot is taken. If the second ballot does not produce the necessary majority for one candidate, the top two candidates will remain. (In case of a tie for second place, the top candidate and tied second place candidates remain). The Coordinator announces that the choice will be made by lot. The remaining candidate's names are placed in a hat. The first name drawn "out of the hat" is elected.
4. The following positions will be elected in November, SCHII Coordinator, SCHII Co-Coordinator, Policy Chairperson, SCHII Treasurer, Southern California Convention Institutional Meeting Chairperson. The following positions will be elected in January, Policy Co-Chairperson, SCHII Literature Booth Co-Chairperson (Step-up Position), SCHII Conference Co-Chairperson (Step-up Position), SCHII Conference Co-Treasurer (Step-up Position).

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IV. Appointment of Nominating Committee

Each year, prior to the October meeting, the Coordinator shall appoint a nominating committee of at least three members to name qualified and willing members to be placed on the ballots for offices to be filled in the November and January elections. They should rotate off when the Coordinator rotates off. They cannot nominate themselves.

V. Duties and Requirements for the SCHII Committee Officers

Coordinator

1. Should have at least four years of uninterrupted sobriety and three years of current activity with a Hospital and Institutional Committee of Southern California also have two years service with the SCHII Committee.
2. Should be elected each year in November to take office the following January. The Coordinator should not serve more than two terms in succession.
3. Should, at no time, use authority for any purpose other than suggesting ideas for discussion at the SCHII Committee business meeting.
4. Be willing to attend the business meetings of any SCHII Committee at any time, upon request.
5. If it is not possible to attend an SCHII Committee business meeting, arrangements must be made with the Co-Coordinator, or an elected committee officer,(i.e., Policy Chair)

Co-Coordinator

1. Co-Coordinator will be elected each year in November, same requirements as Coordinator. Will automatically assume Coordinator's position in case of vacancy.
2. In case of vacancy by the Coordinator, a new Co-Coordinator will be elected at the next SCHII Committee business meeting to finish the balance of term.
3. Will be responsible for selecting a volunteer each month to visit the Southern California H & I – Spanish meeting.

Policy Chairperson

1. Should have at least four years of uninterrupted sobriety and three years of current activity with a Hospital and Institutional Committee of Southern California also have two years service with the SCHII Committee.
2. Will be elected at the November meeting of SCHII Committee. The Policy Chairperson should not serve more than two terms in succession.
3. Will be responsible for reviewing minutes of all SCHII Committee meetings for changes or deviations from Guidelines. Any deviation from the Guidelines should be called to the attention of the SCHII Committee business meeting
4. Any additions or deletions to the SCHII Committee Guidelines, duties and responsibilities must be submitted to the Policy Chairperson thirty days prior to be acted upon by the SCHII Committee. A two-thirds (2/3) vote will be taken at the next meeting.
5. Will be responsible at each SCHII Committee business meeting for presenting any changes to the guidelines for the SCHII Committee's approval the following month.
6. Will be responsible for sending the Coordinator and Secretary copies of any changes to be reviewed and brought before the SCHII Committee business meeting before being acted upon at the next SCHII Committee meeting.
7. Will be responsible for keeping original copies of the Hospital and Institutions SCHII Committee of Southern California guidelines, providing the Secretary with duplicates, and Distributing a copy of the Hospital and Institutions SCHII Committee of Southern California guidelines, along with a roster

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and a copy of the SCHII Committee of Southern California pamphlet to new members of SCHII Committee.

8. Will be responsible for having guidelines printed and distributed to members of the SCHII Committee.
9. Policy Chair will also serve the Southern California Hospitals & Institutions Conference as outlined in the Southern California Hospitals & Institutions Conference Guidelines also must attend the Southern California Hospitals & Institutions Conference Committee meetings.

Policy Co-Chairperson

1. Policy Co-Chairperson will be elected each year in January. Same requirements as Policy Chairperson. Will automatically assume Policy Chairperson's position in case of vacancy.
2. In case of vacancy by the Policy Chairperson, a new Policy Co-Chairperson will be elected at the next SCHII Committee business meeting to finish the balance of term. The Policy Co-Chairperson should not serve more than two terms in succession.

Secretary

1. Should have at least three years of uninterrupted sobriety and two years of current activity with a Hospital and Institutional Committee of Southern California also have one year service with the SCHII Committee.
2. Should be appointed by the Coordinator before the January meeting. Length of their tenure will be at the discretion of the Coordinator.
3. The Secretary will take minutes of every SCHII Committee meeting. Payments of bills and donations reported by the Treasurer will be noted in these minutes.
4. It is the duty of the Secretary to notify the officers of each Committee in SCHII Committee of the business meetings, giving the time, place and directions, if necessary. This also will include sending out the minutes of the last meeting of SCHII Committee
5. All correspondence dealing with SCHII Committee will be handled by the Secretary and kept on permanent file by the Secretary.
6. Will take roll call at SCHII Committee business meetings and will keep an up-to-date file of members of SCHII Committee. Each new person who signs the attendance slip will be added to the file.
7. Will keep a permanent file of the minutes of every SCHII Committee meeting and all correspondence dealing with SCHII Committee that has been generated.

Treasurer

1. Should have at least three years of uninterrupted sobriety and two years of current activity with a Hospital and Institutional Committee of Southern California also have one year service with the SCHII Committee.
2. Will be elected each year at the November meeting of SCHII Committee. The Treasurer should not serve more than two terms in succession.
3. All SCHII Committee bank accounts for SCHII Committee funds shall be maintained in the name of SCHII Committee with three signatures appearing on bank records with two of these signatures necessary on each check cashed: Treasurer, Coordinator and Co-Coordinator. All checks to be made out prior to signing of such checks.
4. Will pay for the rent not to exceed fifty dollars (\$50.00), if necessary, and will ascertain in advance any necessary funds for office supplies.

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5. Will pay all bills as directed and report all expenditures at each meeting of SCHII Committee for its approval.
6. Will count the members present at each meeting and account for all contributions.
7. In no case shall the Book Fund so established be co-mingled with the general SCHII Committee fund. Such fund shall not exceed \$7,000.00 at any time. In the event the Book Fund exceeds the \$7,000.00 limit, any excess monies shall be deposited in the SCHII Committee general fund. If the SCHII Committee general fund is in excess of the prudent reserve of \$2500.00, then the balance of the money shall be donated to the General Service Office (GSO) in New York.
8. In case of a vacancy the Coordinator will take possession of all records, until a new Treasurer can be elected at the next SCHII Committee Business meeting.

Representatives

1. The representative from any committee must inform the Coordinator in advance of any topics or problems to be brought before the general business meeting for discussion.

Tape Librarian

1. Should have at least two years of uninterrupted sobriety and one year of current activity with a Hospital and Institutional Committee of Southern California.
2. Will be elected at a general business meeting of SCHII Committee for an indeterminate term. Tape Librarian will serve until he/she chooses to resign or is requested to withdraw through two-thirds (2/3) vote of the members having election voting rights.
3. Will retain and display at all SCHII Committee business meetings all of the tape recordings that have been acquired by SCHII Committee.
4. Will establish and maintain a system through which tapes belonging to SCHII Committee may be borrowed by members of SCHII Committee for a period not to exceed one month.
5. Will be responsible for the care and maintenance of the tape archives of the Southern California Hospital and Institutional Conference

H & I Archives Chairperson

1. Should have at least two years of uninterrupted sobriety and one year of current activity with a Hospital and Institutional Committee of Southern California.
2. Will be elected at a general business meeting of SCHII Committee for an indeterminate term. Archives Chairperson will serve until he/she chooses to resign or is requested to withdraw through two-thirds (2/3) vote of the members having election voting rights.
3. Will assemble and preserve a history of H & I in Southern California.
4. This may take the form of old writings such as Committee guidelines, newsletters, etc.
5. Continue to seek out and add material to the Archives that would be suitable for preserving – such as when and how individual committees were formed, etc.
6. Will make these Archives available at various A.A. functions such as the Southern California H & I Conference and the Southern California Convention and any other function deemed proper by the SCHII Committee.
7. Will make sure these documents are stored safely from elements, etc.
8. Will advise the SCHII Committee as to the address where the Archives is stored.

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H & I Literature Booth Chairperson

1. Should have at least two years of uninterrupted sobriety and one year of current activity with a Hospital and Institutional Committee of Southern California.
2. H&I Booth Chairperson is responsible for providing an area at the Southern California H & I Conference, the Southern California Convention or any other event that request H & I information. This area should contain information about Hospitals and Institutions Committees that can be viewed and obtained. The area will be staffed throughout the conference in order that persons new to H&I can learn more.
3. Prepare staffing for the H & I booth at events that request H & I information.
4. Collect and maintain information concerning local H & I Committees.
5. Provide sign-up sheets at the H & I booth for people interested in H & I work. Follow through by passing these sheets on to the proper H & I Committees.

H & I Literature Booth Co-Chairperson

1. Should have at least two years of uninterrupted sobriety and one year of current activity with a Hospital and Institutional Committee of Southern California
2. Will be elected each year at the January meeting of SCHII Committee.
3. Will assist the Chairperson however possible, and if for any reason the Chairperson is unable to complete the term, shall assume the duties of Chairperson
4. Will automatically become H & I Literature booth Chair the following year.
5. In case of vacancy by the Literature Booth Chairperson, a new Literature Booth Co-Chairperson will be elected at the next SCHII business meeting.

Meeting Directory Librarian

1. Should have at least two years of uninterrupted sobriety and one year of current activity with a Hospital and Institutional Committee of Southern California.
2. Will be elected at a general business meeting of SCHII Committee for an indeterminate term. Directory Librarian will serve until he/she chooses to resign or is requested to withdraw through two-thirds (2/3) vote of the members having election voting rights.
3. Will be responsible for the collection and distribution of all meeting directories from participating H & I groups.

Web Site Chairperson

Purpose of the Web Site

1. To serve the fellowship of SCHII.
2. To provide accurate and consistent information about SCHII.
3. To provide information about services and activities related to SoCal H&I.
4. To encourage participation of A.A. members, groups and committees in A.A. H&I services and activities.
5. Oversight of the Web site shall be the responsibility of SCHII.
6. The Web site shall make use of existing A.A. materials whenever practicable.
7. The Web site shall provide contact information and assistance by including a list of All Central Offices in SoCal, and Web site and Email links where applicable.

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8. The Web site shall welcome users to make suggestions about the Web site design and content.
9. This Policy shall be reviewed annually by SCHII Committee.
10. Should have at least two years of uninterrupted sobriety and two years of current activity with a Hospital and Institutional Committee of Southern California.
11. Will be elected at a general business meeting of the SCHII Committee for an indeterminate term. Web Site Chair will serve until he/she chooses to resign or is requested to withdraw through two-thirds (2/3) vote of the members having election voting rights.
12. Will maintain the SCHII Committee web site with information, as supplied by the SCHII committee.
13. Will ensure that information provided on the web site is accurate and current.
14. Will ensure that no last names are revealed and that the anonymity of AA members listed on the web site is preserved.
15. Will work with the Southern California Hospitals & Institution Conference Web chair, in accordance with that committees needs.
16. Will be responsible for the care and maintenance of the Web Site of the Southern California Hospital and Institutional Conference

Web Site Co-Chairperson

1. Web Site Co-Chairperson will be elected at a general business meeting of SCHII Committee for an indeterminate term. Same requirements as Web Site Chairperson. Will automatically assume Web Site Chairperson's position in case of vacancy.
2. In case of vacancy by the Web Site Chairperson, a new Web Site Co-Chairperson will be elected at the next SCHII Committee business meeting.

VI. Vacating Officer Positions

1. Causes. Officer positions may be vacated by death, long-term disability, resignation, failure to meet the requirements of the position or abandoning the position.
2. Succession. In cases where the position vacated has an alternate Officer, that person automatically succeeds to the office and a new alternate is elected at the next SCHII Committee business meetings. When the position vacated does not have an alternate officer, the Coordinator may appoint a member to the position temporarily, and/or conduct an election at the next meeting to fill the position.
3. Abandoned positions. If an officer misses two consecutive SCHII Committee business meetings, or does not carry out the responsibilities of the position during their term of office, or fails to make provisions for a substitute to assume their responsibilities when they are absent, the Coordinator shall ask the SCHII Committee to consider the position vacant so that it may be filled by election. If approved by a majority vote, an election may be held to fill the position.

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VII. Format of the General Business Meetings of Intergroup

1. The Business meetings shall take place within a two-hour time limit. Additional time needed to conclude business will take a majority vote at that particular meeting.
2. The Institutional Committee Host will open the meeting with the Serenity Prayer and greet the members and guests.
3. The Host will select a person to read the Twelve Traditions and the SCHII Committee Statement of Purpose.
4. The Host will then turn over the business portion of the meeting to the Coordinator
5. The Coordinator will conduct the business portion of the meeting according to agenda, and if two hours has not expired with minority opinion being heard, the Coordinator may conduct an open discussion near the end of the meeting.
6. Upon completion of the business portion of the meeting, the Coordinator will transfer control of the meeting back to the Host, who will observe Tradition Seven
7. The Host will close the meeting, choosing someone to lead the group in a prayer of their choice.

VIII. Social Event

SCHII Committee may hold an annual social event to be called "Once-A-Year-Get-Together". The type of event and date and place is to be decided by a subcommittee of the individual institutions committee representatives. Decision whether to hold this event will be made on an as needed basis at a SCHII Committee business meeting.

IX. Southern California Hospital and Institutional Conference

1. Each year the SCHII Committee will coordinate the Southern California Hospital and Institutional Conference. The conference, date and place, is to be decided by the Southern California Conference Committee.
2. Each year, in January, the SCHII Committee will elect the Southern California Hospital and Institutional conference Co-Chairperson. The Co-Chairperson should be elected from nominations of various qualified members of SCHII Committee. Qualifications will be five years of uninterrupted sobriety and three years of activity in institutional service in Southern California. The Co-Chairperson must have a minimum of two years involvement with conference planning. Co-Chairperson will automatically become Chairperson the following year to endorse continuity and experience in office.
3. Each year, in January, the SCHII Committee will elect the Conference Co-Treasurer. The Co-Treasurer should be elected from nominations of various qualified members of SCHII Committee. Qualifications will be five years of uninterrupted sobriety and three years of activity in institutional service in Southern California. The Co-Treasurer must have a minimum of two years involvement with conference planning. Co-Treasurer will automatically become Treasurer the following year to endorse continuity and experience in office.
4. Any funds received by SCHII Committee from the Southern California Hospital and Institutional Conference are to be divided with 75% to the book fund and 25% to the general fund. The book fund is for use in purchasing Alcoholics Anonymous Conference-approved books for the use by any SCHII Committee that requires literature as outlined in section XIV of these Guidelines and are current members of SCHII Committee.

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X. Southern California Convention Institutional Meeting Chairperson

1. Speakers for the Hospital and Institutional Meeting of the Southern California Convention should be representative of the Hospital and Institutional Committees involved in the SCHII Committee. Speakers are to be chosen by the elected Chairperson of the Hospital and Institutional meeting of the Convention and will not be eligible again for five years.
2. An Institutional Meeting Co-Chairperson will be elected at the November meeting of SCHII Committee. Co-Chairperson will have at least two years of continuous sobriety and one year of current activity with Hospital and Institutional SCHII Committee of Southern California. Co-Chairperson will automatically become Chairperson the following year, insuring continuity and experience in office.

XI. Conduct of Intergroup Members

Any and all SCHII Committee members must at all time conduct themselves in a manner above reproach, so that they never reflect unfavorably upon the SCHII Committee or A.A. as a whole. This will entail refraining from profanity, unrelated or off-color jokes, prolonged monologues of drunken stories and other types of self-indulgence, plus refraining from the endorsement of unrelated activities and statements contrary to established SCHII Committee policy and A.A. traditions.

XII. Meeting Location Donation

SCHII Committee can donate fifty dollars (\$50.00) meeting location donations each month to the hosting committee. If the hosting committee does not need the meeting location donation, they can refuse it and donate it to the SCHII Committee.

XIII. Meeting Schedule and Location

1. Regular meetings will be held at 11:30am on the 4th Sunday of every month, except December. A change in time of meeting, or a change from the 4th Sunday to the 3rd or 5th Sunday may be made only by a vote of the members, and that change will only be on a one-time basis. Meetings may not run for more than two hours without a motion and approval by those in attendance.
2. At the October meeting, a selection of committees to host SCHII Committee for the first six months of the following year will be presented. All SCHII Committee Representatives should be prepared to confirm the months in which their Committee will host SCHII Committee. The host committee for the final five months will be determined at the May meeting.

XIV. Literature Purchases

1. Any literature that is AA General Service Conference approved Literature is approved for purchase by the SCHII committee.
2. Eligible Participants. Any member Committee may request that the SCHII committee purchase up to \$600.00 of AA General Service Conference approved Literature out of the SCHII committee Literature Fund.
3. Timing. A member committee may request the purchase of literature once every six months.
4. Literature Fund Prudent Reserve may not exceed \$7000.00 or fall below \$500.00. If the prudent reserve does not fall below \$600.00 the Treasurer may choose to issue a check for up to \$600.00 or purchase the literature and deliver it to the requesting committee at the following SCHII committee meeting.

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5. Reimbursement for Purchased Literature. If a member committee chooses to purchase their literature ahead of the scheduled SCHII Committee meeting, then that committee must submit receipts for the purchase to the treasurer for reimbursement, not to exceed \$500.00.
6. If a member committee requires more than \$500.00 in literature, or more often than the six month time frame, then a majority approval from the SCHII committee would be required

XV. Contact Upon Release

The SCHII Committee has established a Contact Upon Release committee

1. This committee will be run by one of the SCHII Committee Member Committees that volunteer to operate the Contact Upon Release program for an indefinite period of time.
2. This committee will coordinate requests from patients or inmates that want assistance in getting to their first few meetings in the area they will be living when released from a hospital or institution.
3. This committee will establish a Post Office Box in their area, paid for by SCHII Committee, to have the Contact Upon Release Forms mailed.
4. The Committee will pick up the mail on a regular basis and forward the request as soon as possible to the SCHII Committee covering the area in which the person will be released.
5. Requests for Contact Upon Release for areas outside the Southern California area will be forwarded to a contact person or Central Office in the area where the person is to be released.
6. The Contact Upon Release Committee will report monthly to SCHII Committee the number of requests and disposition of those requests.
7. The contact Upon Release Committee will design the Request Form and make them available to each member committee of SCHII Committee.
8. Should the member committee become unable to continue the Contact Upon Release program they will give SCHII Committee as much notice as possible to find a new member committee to take responsibility for operating Contact Upon Release.

XVI. Prudent Reserve-General Fund

1. In March of each year, the SCHII Committee will examine the balance of the Operating Fund to determine if that balance falls within the prudent reserve guidelines for the Operating Fund. That amount is set at a maximum of \$2500 and a minimum of \$500.
2. If the balance of the Operating Fund should fall below \$500 at any time, the Committee Treasurer will propose, at the next meeting of the SCHII Committee, that the amount necessary to bring the Operating Fund balance to a minimum of \$750 be transferred from the Literature Fund to the Operating Fund.
3. If the balance of the Operating Fund should exceed \$2500 in March of any year, the SCHII Committee Treasurer will propose to the committee at the March meeting, that an amount be transferred from the Operating Fund to the Literature Fund, that amount being the amount necessary to bring the Operating Fund balance to \$1500.
4. At the March meeting, prior to any decisions being made to transfer funds from the Operating Fund to the Literature Fund, the SCHII Committee Chairperson will call on the currently serving Chairperson of the Southern California H & I Conference to give a report as to the financial situation of the current years' Conference.

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History of Modifications to the Southern California Hospitals & Institutions Intergroup Guidelines	
Date	Modification
<i>January 1, 2001</i>	Baseline guidelines of the Hospitals and Institutional Intergroup Committee of Southern California
April 28, 2002	Added responsibility to the Co-Coordinator for getting a volunteer to visit the Southern California H & I – Spanish meeting
June 23, 2002	Added definition for declaring a service position vacated, and a method for electing a replacement
August 25, 2002	Added guideline for literature purchases/donations.
September, 2002	Removed the Committee Co-Treasurer position
July 27, 2003	Added Meeting Directory Librarian, added responsibility to Policy Chair position, Changed the election procedures to H&I Archives Chair
November 23, 2003	Added Web Site Chairperson & Co-Chairperson
August 29, 2004	Added Contact Upon Release & Prudent Reserve- General Fund
October 24, 2004	Revised Statement of Purpose
July 23, 2006	Change to Southern California Hospital & Institutions Conference and Literature Purchases
February 24 2008	Revised changes to Guidelines by ADHOC Committee