

**SFV H & I GUIDELINES**  
**GUIDELINES FOR**  
**SAN FERNANDO VALLEY**  
**HOSPITALS & INSTITUTIONS COMMITTEE**

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## SFV H & I GUIDELINES

### I. STATEMENT OF PURPOSE:

THE SOLE PURPOSE OF THE SAN FERNANDO VALLEY HOSPITAL AND INSTITUTIONS COMMITTEE (henceforth referred to as "the Committee" in this document) IS TO CARRY THE MESSAGE OF ALCOHOLICS ANONYMOUS TO PERSONS CONFINED IN ANY FACILITY, GOVERNMENTAL OR PRIVATE, WHERE THERE ARE ALCOHOLICS. ALL A.A. PANEL MEETINGS OF THIS COMMITTEE ARE TO BE CONDUCTED AT THE INVITATION OF EACH FACILITY.

THE COMMITTEE IS CREATED UNDER THE NINTH TRADITION OF A.A: "A.A. AS SUCH, OUGHT NEVER BE ORGANIZED, BUT WE MAY CREATE SERVICE BOARDS OR COMMITTEES DIRECTLY RESPONSIBLE TO THOSE THEY SERVE."

THE COMMITTEE IS ~~SUCH~~ A SERVICE BOARD OPERATING UNDER THE TWELVE TRADITIONS OF ALCOHOLICS ANONYMOUS IN ALL OF ITS AFFAIRS, EVER MINDFUL OF THE ADMONITION "COOPERATION, NOT AFFILIATION". THE COMMITTEE IS NOT A THING APART FROM A.A, BUT PURSUANT TO ITS EXISTING SERVICES.

THE COMMITTEE GUARANTEES CONTINUITY OF THE AA PANELS. NO ONE INDIVIDUAL CAN MAKE THAT POSSIBLE; ONLY THE COORDINATING CONTINUITY OF A COMMITTEE CAN. MEMBERS COME AND MEMBERS GO, BUT THE COMMITTEE CONTINUES.

### II. MEMBERSHIP QUALIFICATIONS:

To qualify for committee membership, the following basic requirements must be met:

- A. The Committee member must be an AA member who has total abstinence from alcohol, and who regularly attends AA meetings.
- B. A Committee member who is employed at an institution or facility served by this Committee shall not accept an assignment to a panel where employed.

### III. COMMITTEE ELECTIONS:

1. At the April meeting, the Registrar shall publish a list of all eligible candidates and the offices for which they are qualified.
2. If any person believes an error has been made, the person should contact the Registrar. Any eligible candidate who wishes to run for ~~office, but~~ office but is unable to attend the May meeting shall notify the registrar of his or her intent to run or be dropped from the list of candidates.

## SFV H & I GUIDELINES

### Committee Elections (cont):

3. At the May meeting, the Director shall ask for nominations from the Committee.
4. Voting may be done either by a simple show of hands or by written ballot. In the case of a written ballot election, All eligible voters who are present on the scheduled night of election may cast ~~written~~ ballots, one choice per ballot. The tally for each candidate is posted on the blackboard.
5. If, in the first ballot, no candidate receives 51% of the total vote, a second ballot shall be cast of the top six remaining candidates. If, in the second ballot, no candidate receives 51% of the total vote, a third and final ballot shall be cast of the top three remaining candidates, and the candidate receiving the most votes shall be elected. If a tie exists, after the third ballot, no further ballot shall be cast. The choice shall be made by lot "from the hat". Should there be six or fewer candidates in the first ballot, the second ballot shall be the final ballot and shall follow the procedure ~~(~~listed above for the third ballot. The newly elected officers shall assume their duties at the close of the May business meeting.

### IV VOTING AND CANDIDACY ELIGIBILITY:

- A. Only those members who have been in the Committee for the full voting year (April to March) shall be eligible to vote in the May election for officers. In order to maintain voting eligibility, no member will be allowed to miss more than two consecutive regular business meetings in the voting year (April to the following March)
  1. The occasional excused absence from a regular Committee Business Meeting, which would not jeopardize anyone's voting eligibility, must be authorized only by the Director or the Co-Director.
  2. Disputes concerning absenteeism and voting eligibility will be resolved by appeal to the Board or Policy Council.
- B. Members in their first year of service with the Committee shall be eligible to vote if they have attended a total of six business meetings for the voting year.
- C. The potential candidate must have fulfilled all sobriety and service requirements of the office (as indicated in the "Elections Qualifications Table", ~~below~~), and also be an eligible voter.
- D. Any Committee member present may vote on all other Committee business.

## SFV H & I GUIDELINES

### Qualifications Table\*

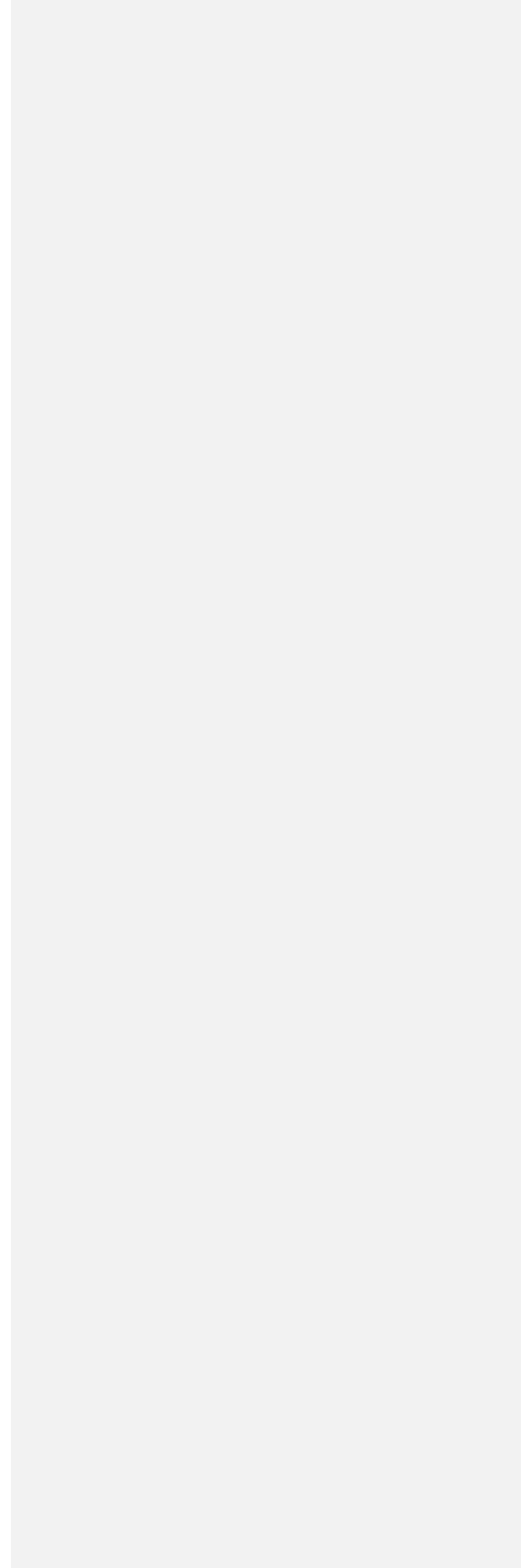
		Years Sobriety	Years SFV H&I	Committee Term, years	Length of time before
	BOARD POSITIONS: ELECTED				
A.	Director	4	2	1	5
B.	Co-Director	4	2	1	01
C.	Secretary	3	1	1	01
D.	Treasurer	3	2	1	01
E.	Policy Council Member	3	2	2	1
F.	Literature Fund & Chairpersons	3	2	1	01
G.	Registrar	3	2	1	01
	COMMITTEE APPOINTMENTS: APPOINTED BY DIRECTOR WITH BOARD APPROVAL				
H.	<u>Executive Treasurer</u>	4	2	1	01
I.	So. Calif. H & I Intergroup Representative	3	1	1	01
J.	General Service Liaison	2	1	1	01
K.	San Fernando Valley Central Office Intergroup Liaison	2	1	1	01
L.	Guidelines Committee	3	2	1	01
M.	Facility Chairperson	2	12	n/a	n/a
N.	Panel Leader	1	03	n/a	n/a
O.	Alternate Panel Leader	1	n/a	n/a	n/a
P.	Panel Members or Speakers	1 <sup>4</sup> or 6 mos.			
Q.	Clearance Coordinator for Penal Facilities	n/a	n/a	n/a	n/a
R.	San Fernando Valley Convention Liaison	3	1	n/a	n/a
S.	Literature Fund Raising Event Chairperson	2	1	n/a	n/a
ST.	Archives Committee Chairperson	5	3	n/a	n/a
U.	Panel Screening Committee	n/a	n/a	n/a	n/a
V.	SFV BBQ Anniversary Chairperson	2	1	n/a	n/a

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### V. COMMITTEE APPOINTMENTS AND VACATED/UNEXPIRED TERM

- 1 Shall hold office for one year, and may be reelected for only one succeeding term.
- 2 Shall have served a minimum of one year as a Committee Panel Leader with the San Fernando Valley or any other Southern California H & I Committee.
- 3 Must have served on at least three SFV H & I panels prior to being appointed Panel Leader.
- 4 Shall regularly attend AA meetings, and have a minimum of one year of sobriety for Panel Meetings in penal and/or psych. institutions; have a minimum of six months continuous sobriety for Panel Meetings in other types of facilities - except where the sobriety requirements of the facility are greater than six months.
- \* Exceptions made per Committee approval.

Last Revised 4-17-17



## SFV H & I GUIDELINES

### APPOINTMENTS:

A. The Director shall appoint with Executive Board approval:

~~1.~~ Executive Treasurer

~~4-2.~~ Southern California H & I Intergroup Representative

~~2-3.~~ General Service Liaison

~~3-4.~~ SFV Central Office Intergroup Liaison

~~4-5.~~ Guidelines Committee

~~5-6.~~ Facility Chairpersons

~~6-7.~~ San Fernando Valley AA Convention Liaison Chairperson

~~7-8.~~ Clearance Coordinator for Penal Facilities

~~8-9.~~ Literature Fund raising Event Chairperson/Co-Chairperson

~~9-10.~~ Workshop Chairperson

~~10-11.~~ Institutional Information Meeting Chairperson

~~11-12.~~ SFV H & I BBQ/Anniversary Chairperson

~~12-13.~~ Public Information

B. When it becomes necessary to fill any vacated/unexpired term, the Executive Board shall appoint:

1. Co—Director

2. Secretary

3. Treasurer

4. Policy Council Member

5. Literature Fund Chairperson

C. The Facility Chairperson will solicit volunteers to serve as Panel Leaders and Alternate Panel Leaders ~~(as indicated in Section VI, Subsection L, p. 110).~~

D. Panel Leaders shall select speakers.

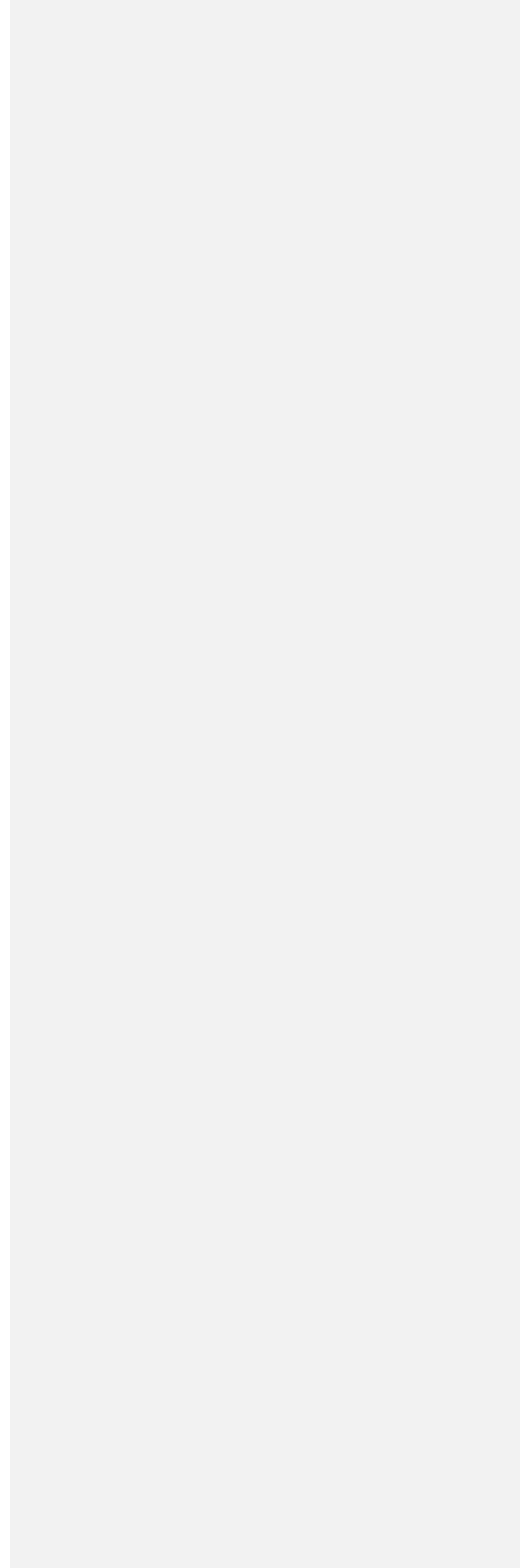
It is suggested that no committee member shall fill more than three positions at any time, as long as there are enough members to fill the vacancies, exclusive of elected and/or appointed offices. (Facility chairperson and panel leader shall be considered one position.)

Panel leaders should contact their facility if their panel is ~~doing~~-to be dark, but Co-Director is responsible for all other communication with the facility.

### VI. REQUIREMENTS, DUTIES, AND RESPONSIBILITIES OF COMMITTEE OFFICERS:

Each committee officer has a position description that includes information pertaining to standard activities, duties, and responsibilities that are not outlined in the guidelines. These are meant to provide a set of best practices for each position, and to provide additional information for those serving in board positions. Each committee officer is responsible for updating their position description prior to the election that replaces their position on the board. The Executive Board consists of the Director, Co-Director, Treasurer, Secretary, Registrar, Literature Chair and Literature Co-Chair. ~~Each member of The Executive Board is required to provide his/her Social Security number for purposes of filing taxes as a 501(c)(3) organization.~~

Last Revised 4-17-17



## SFV H & I GUIDELINES

### A. DIRECTOR:

1. Shall coordinate and direct all Committee activities.
2. Shall attend all Committee Board and Business Meetings.
3. Shall keep himself/herself informed of all Committee business and activities via Committee personnel.
4. Shall appoint selected personnel as outlined in paragraph V titled "Committee Appointments and vacated/unexpired Term Appointments".
5. Upon expiration of term as Director, shall become Policy Council Chairperson for a period of one year.
6. Shall oversee all panel activities occurring in hospitals and non-penal Institutions or those activities occurring in penal institutions-delegating to the Co -Director whichever he/she deems appropriate.
- ~~7. Shall provide Social Security number and address for tax return purposes.~~
- ~~8. Shall submit annual Secretary of State filing information in June.~~

### B. CO-DIRECTOR:

1. Shall work closely with the Director in any capacity or situation as delegated by the Director.
2. Shall attend all Committee Board and Business Meetings.
3. Shall assume Director's duties and responsibilities in his/her absence.
- ~~4. Shall prepare and maintain Committee Organizational Chart.~~
- ~~5-4.~~ Shall oversee all panel activities either penal or non-penal institutions, as delegated by the Director.
- ~~6-5.~~ Shall, working with the workshop chairperson, organize and implement head-up a committee responsible for assisting new H & I members in their first few months with the Committee.
- ~~7. Shall provide Social Security number and address for tax return purposes.~~
- ~~8-6.~~ Shall keep updated contact information for each facility's contact person.

### C. SECRETARY:

1. Shall record the minutes of the Committee Business Meetings, and read such minutes to the Committee when so directed.
2. Shall attend Board and Policy Council Meetings, and record all pertinent notes as directed by the presiding officer of the meeting.
3. Shall assist serve as typist, in the preparation of all documents as deemed necessary by the Director.
4. Shall maintain yearly files of all incoming and outgoing correspondence related to the Committee.
5. Upon expiration of term of office, shall turn over to the newly elected Secretary all files on hand.
6. ~~If termination of office is by voluntary or in-voluntary resignation~~ Immediately upon termination of office, all files are to be turned over to the Director immediately.
7. ~~Shall provide Social Security number and address for tax return purposes.~~



## SFV H & I GUIDELINES

### D. TREASURER:

1. Shall receive, deposit, and disburse as required all funds of the Committee, with the exception of those funds obtained or contributed for the purpose of buying AA literature.
2. Shall attend all Committee Board and Business Meetings.
3. Shall maintain a two-signature checking account with a local bank.
  - A. Valid signatures will be two of following, Director, Co-Director and Treasurer.
  - B. All committee funds, with the exception of the Literature Fund and the Literature Fundraising committee, shall be accounted for through transactions on this account.
4. Records shall be kept current, and may be examined by any elected officer at any time.
5. Upon expiration of term, shall turn over to the newly elected Treasurer all monies, records, and checkbooks.
6. If termination is through voluntary or involuntary resignation, all monies, records, and checks, and checkbooks shall be turned over to the Director immediately.
7. Treasurer shall keep current year, as well as the previous year's records in their possession. All other records shall be turned over to archives committee for storage.
- ~~8. Shall provide Social Security number and address for tax return purposes.~~

### E. POLICY COUNCIL MEMBERS:

1. Shall attend all Board Meetings, Business meetings, and Policy Council Meetings. When requested shall also attend any special meetings called by the Director or Policy Council Chairperson.
2. The Policy Council is composed of a Chairperson (preceding year's Director), and two elected members—each with a staggered term of two years duration.

### F. LITERATURE FUND CHAIRPERSON AND CO-CHAIRPERSON:

1. Shall receive and maintain records of all monies obtained for the express purpose of purchasing AA literature to be distributed to facilities/institutions served by panels of the Committee. Literature funds shall also be used to secure a suitable storage facility for literature and committee records with executive board's approval.
2. Shall attend all Committee Board and Business Meetings.
3. Shall maintain a two-signature checking account with a local bank.
  - A) Two of the following valid Signatures [required] shall be those of the Literature Fund Chairperson, Director and Co-Director.
  - B) All Literature Funds shall be accounted for through transactions on this account.

## SFV H & I GUIDELINES

### Literature Fund Chairperson (cont):

4. Shall maintain and purchase, as required, a sufficient inventory of AA literature to be dispersed through Facility Chairpersons and Panel Leaders of the Committee.
5. The literature Fund Chairperson shall be elected as stated in the paragraph on Committee elections, and in the final vote, the person in second place in the vote tally shall be named the Literature Fund Co-Chairperson.
6. Shall periodically review the suggested literature list from the New York Central Office, and augment the inventory accordingly.
7. Shall obtain receipts for all funds disbursed and maintain a file of such receipts.
8. Shall make a financial report to the Committee at each Committee Business Meeting and shall supply printed copies of current report at each committee business meeting.
9. Upon expiration of term of office, shall turn over to the newly elected Literature Fund Chairperson all funds, records, and checkbooks, along with an inventory of literature on hand.
10. ~~If termination is through voluntary or involuntary resignation, All~~ records, funds, and checkbooks, and an inventory of literature on hand, shall be turned over to the Director immediately upon termination of office.
11. The Literature Chair ~~and~~ Co-Chair shall attend all Committee Board and Business Meetings.
12. ~~Shall provide Social Security number and address for tax return purposes.~~

### G. REGISTRAR:

1. Shall attend all Committee Board meetings.
2. Shall attend every Committee Business Meeting, or appoint an alternate, for the purpose of recording the attendance of each committee member.
3. Shall maintain an up-to-date attendance of each member present. Shall notify Director of members with insufficient attendance to maintain voting eligibility, and keep a record of date and response (if any) of notification.
4. Shall advise appropriate Facility chairpersons of recurring, unexcused absences.
5. At meetings designated for elections, shall post the attendance to verify the voting eligibility of each member present.
6. At the end of term of service shall turn over all records to the newly elected registrar.
7. ~~Shall provide Social Security number and address for tax return purposes.~~

### H. EXECUTIVE TREASURER

1. Shall be a licensed CPA or enrolled agent.
2. Shall be knowledgeable with the Quickbooks program and input all treasury information into Quickbooks, with tracking by group, and balance all bank accounts within Quickbooks.

3. Shall be responsible for submitting all information for required government filings including, but not limited to, city and state licenses, federal and state tax returns and Secretary of State filings.

1. Shall provide and distribute appropriate accounting statements to the Board, including, but not limited to Profit and Loss, Income Statements and Balance Sheets with regard to all checking accounts (Literature Fund, Literature Fund Raising Account, and General Fund Account [including the Intergroup Representative Fund]).

2. Upon expiration of term, will turn over to the newly appointed Executive Treasurer (or Director in the absence of a new Executive Treasurer), all accounting and government records and files, including digital and hard copies in the Executive Treasurer's possession.

3. Executive Treasurer shall keep the current year, as well as previous year's records, in their possession. All other records shall be turned over to Archivist for storage.

**I.H. SOUTHERN CALIFORNIA H & I INTERGROUP REPRESENTATIVE:**

1. Shall attend all Southern California H & I Intergroup meetings or select a member of the Committee to attend as an alternate.

4.2. When directed to do so by the Board, will announce at the Intergroup Meeting the availability of literature due to a surplus of funds. Will have book order forms filled out by areas in need of books and fulfil the orders through the literature co-chair.

2.3. Shall report to Intergroup all pertinent information concerning this Committee, and share experience that may prove helpful to other committees.

## SFV H & I GUIDELINES

### Intergroup Representative (cont):

3. Shall report to this Committee all pertinent information and experience of other committees obtained through Intergroup.
4. Shall coordinate the hosting of the Intergroup meeting in the San Fernando Valley area, and when agreed upon by members of the Committee, take action to provide a potluck dinner for Intergroup.
5. Shall coordinate this Committee's participation in the annual Southern California H & I Conference.
6. Shall mail a copy of the current Committee Business minutes to the Librarian of the Southern California H & I Intergroup monthly.

### ~~7. Intergroup Representative Fund guidelines:~~

~~The purpose of the "Intergroup Representative Fund" is to create a reimbursement fund that will be provided for through committee member raffle donations at each monthly H & I business meeting. This fund will be used by the SFV H & I committee to defray expenses incurred by the H & I~~

- ~~8-7.~~ Any receipts collected shall be turned in to the treasurer at the next H&I Business Meeting.

- ~~9-8.~~ Shall attend Executive Board meetings quarterly with updates, or upon request of board.

- ~~9.~~ Must attend Executive Board meeting to make any special requests involving funds.

### ~~10. Intergroup Representative Fund guidelines:~~

~~The purpose of the "Intergroup Representative Fund" is to create a reimbursement fund that will be provided for through committee member raffle donations at each monthly H & I business meeting. This fund will be used by the SFV H & I committee to defray expenses incurred by the H & I~~

Intergroup Representative when attending the Southern California Hospitals and Institutions Inter-Group Committee meetings (henceforth referred to as SCHIIC) and the SCHIIC Conference. There are eleven committee meetings per year. The representative will be reimbursed at the current non-employee IRS Standard Mileage Rate per mile round trip. The mileage will be calculated from his/her home to the meeting location and returning to his/her home using an Internet mapping system.

~~10.~~

~~Intergroup Representative when attending the Southern California Hospitals and Institutions Inter-Group Committee meetings (henceforth referred to as SCHIIC) and the SCHIIC Conference. There are eleven committee meetings per year. The representative will be reimbursed at the current non-employee IRS Standard Mileage Rate per mile round trip. The mileage will be calculated from his/her home to the meeting location and returning to his/her home using an Internet mapping system.~~

*Lodging: The reimbursement for lodging costs is \$125.00 per night. If the representative is unable to secure lodging for less than \$125.00, he or she can request additional funds from the board.*

*Lodging reimbursement will be determined as follows:*

*a) SCHIIC Conference: The representative will be reimbursed for one registration and one banquet dinner when they attend the SCHIIC Conference at the standard and customary rate, along with two nights stay at the hotel.*

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*b) SCHIIC Meetings: The representative will be reimbursed for one night's lodging for any SCHIIC Meeting that is in excess of 125 miles one way from their home address.*

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c) Reimbursements will only be made from the "Intergroup Representative Fund." No monies shall be used from any other accounts. These reimbursement rates will be revisited as economic conditions warrant. The monies will be kept in the "General Fund Account" under the name "Intergroup Representative Fund" using ledger bookkeeping practices. There will be a 6-month prudent reserve maintained for this purpose, not to exceed \$500.00. Any excess funds in the "Intergroup Representative Fund" will be transferred to the "General Fund Account".

b)

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## SFV H & I GUIDELINES

### Intergroup Representative (cont):

~~Reimbursements will only be made from the “Intergroup Representative Fund.” No monies shall be used from any other accounts. These reimbursement rates will be revisited as economic conditions warrant. The monies will be kept in the “General Fund Account” under the name “Intergroup Representative Fund” using ledger bookkeeping practices. There will be a 6-month prudent reserve maintained for this purpose, not to exceed \$500.00. Any excess funds in the “Intergroup Representative Fund” will be transferred to the “General Fund Account”.~~

### I. GENERAL SERVICE LIAISON:

1. Shall attend all Southern California General Service district and area meetings or select a member of the Committee to attend as an alternate.
2. Shall act as liaison only carrying information back to the Executive Board when it concerns the H&I Committee.
3. Shall report to this Committee all pertinent information and experience of other committees obtained through General Service.

### J. SAN FERNANDO VALLEY CENTRAL OFFICE INTERGROUP LIAISON:

1. Shall attend the monthly meeting of the Central Office Intergroup (or select a Committee member as an alternate to attend).
2. Shall report to Intergroup all pertinent Committee business, and experiences which may be of value to AA as a whole.
3. Shall report to the committee all pertinent information and experiences shared at Intergroup.

### K. GUIDELINES COMMITTEE:

1. Shall work with the Policy Council and the Executive Board to ensure accurate, clear, and helpful definitions and operating instructions (herein referred to as “Guidelines”) for the Committee.
2. Shall be composed of between 3 and 5 Committee members appointed by the outgoing Director at the regular May Business Meeting.
3. Shall review the Guidelines as needed and submit proposed changes to the Policy Council no later than the February Policy Council Meeting.
4. Shall meet with the Policy Council as needed and shall incorporate the recommendations of the Policy Council.
5. Shall make available for distribution to the Committee the proposed Guidelines changes as necessary, but no later than the regular February Business Meeting. Any changes suggested after the February Business Meeting will be considered at the June ~~meeting--meeting~~.
6. Shall update this document after approval (see Section X below) and make available copies of the revised Guidelines at subsequent Committee Business Meetings.

## SFV H & I GUIDELINES

### L. FACILITY CHAIRPERSON:

1. A member on probation or parole cannot be Chairperson of any correctional institution until official clearance is obtained from the authorities of that institution.
2. Shall comply with all requirement duties and responsibilities of a panel leader. ~~(Refer to sub-section).~~
3. Shall select panel leaders who meet committee requirements.
4. Shall provide each panel leader with a copy of the roster of panels serving at that particular facility, and a copy of the "Guidelines for All Panel Members and Speakers" ~~."~~
5. Shall check and be aware of the attendance or non-attendance of Panel Leaders at the monthly Committee Business Meetings.
- ~~7.~~ Shall inform Co-Director of any Panel Leader who fails to carry out their duties and responsibilities.
- ~~7-8.~~ Shall accompany a new panel leader at the first meeting of their new commitment.
- ~~8-9.~~ Shall make sure ~~any a~~ new Panel Leaders ~~have has~~ a format book and AA literature to take into each facility for distribution and. ~~They shall also~~ show new panel leaders how to fill out literature request form.
- ~~9-10.~~ The FCP or alternate sShall attend every Committee Business-Meeting, and give a report on the facility that they service when asked to do so by the Director. If the FCP is unable to attend the Business Meeting, it is imperative that they appoint a qualified person involved with that panel, at that, facility to be present as an alternate, prepared to give a report if asked.
- ~~10-11.~~ The FCP wishing to discontinue serving in this position shall notify the Director.
- ~~11-12.~~ Although the outgoing FCP may recommend a Committee member as a replacement, the authority to appoint rests entirely with the Director.
- ~~12-13.~~ Shall telephone each Panel Leader, each month, and personally remind each of them of the day and time of their own commitment at that specific facility.
- ~~13-14.~~ Shall notify Registrar of any change of telephone number or address of a Panel Leader.
15. Must appoint an Alternate PL for the Facility, who must be given the opportunity to lead the panel at least once per quarter.

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M. PANEL LEADERS:

1. Shall not accept assignments as Panel Leader at a correctional institution while on probation or parole, until official clearance is obtained from proper authorities.
2. Shall attend the scheduled facility panel meeting regularly, and if unable to attend, shall notify FCP and arrange for a qualified alternate panel leader.
3. Shall do everything possible to prevent a "dark night" at the facility served.
4. Shall notify the FCP of any problems with the facility and/or the panel.
5. Shall immediately notify the FCP of any changes in their own personal telephone number or address.
6. In order to retain leadership of a panel, no Panel Leader shall miss more than two consecutive Committee Business Meetings (except when excused by the Director or Co-Director)

~~a) Those Panel Leaders whose panels are on Business Meeting nights shall attend a Business Meeting once per quarter.~~

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Panel Leader (cont):

a) The Panel Leaders shall be responsible for sending a qualified Alternate Panel Leader with their panels on those nights.

7. Shall be responsible for making certain that all panelists or speakers acknowledge and agree to appropriate attire and deportment while on a panel (to, from, and at a facility).



## SFV H & I GUIDELINES

### Panel Leader (cont):

- a) ~~The Panel Leaders shall be responsible for sending a qualified Alternate Panel Leader with their panels on these nights.~~
7. ~~Shall be responsible for making certain that all panelists or speakers acknowledge and agree to appropriate attire and deportment while on a panel (to, from, and at a facility).~~

### N. ALTERNATE PANEL LEADER:

1. ~~Shall have a minimum of one year of continuous sobriety at time of appointment.~~
- 2.1. Shall accept the same duties and responsibilities as a Panel Leader, whenever asked to do so by the Panel Leader or FCP. At least quarterly, shall arrange for panel members, and lead the panel.

### O. PANEL MEMBERS OR SPEAKERS:

1. Shall regularly attend AA meetings, and have:
  - a) A minimum of one year of sobriety for Panel Meetings in penal and/psych. institutions.
  - b) A minimum of six months continuous sobriety for Panel Meetings in other types of facilities, except where sobriety requirements of facilities are greater than six months.
2. Must meet all security requirements of the facility.

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### P. CLEARANCE COORDINATORS FOR PENAL FACILITIES:

1. Facilities requiring clearances shall have a clearance coordinator appointed for it by the Director as he/she deems it necessary. Clearance coordinators may serve more than one facility.
2. The clearance coordinator for each facility will follow established procedures for obtaining clearances for each panel member visiting facility.
3. Clearance lists will be kept by coordinator and shared only with those with a need to know. The clearance coordinator shall establish a line of communications with the staff in the facility served in order to address problems while they are still minor. It is imperative that each coordinator's behavior be above reproach when dealing with the facility's staff, always remembering you represent Alcoholics Anonymous and not yourself.

### Q. SAN FERNANDO VALLEY CONVENTION LIAISON:

1. Shall attend the monthly SFV Convention committee meeting, and when unable to attend send an alternate from SFV H & I. ~~Absolute Attendance is mandatory, is strongly suggested.~~
2. Shall report monthly at the SFV H & I all pertinent information gathered at the SFV Convention meeting.

## SFV H & I GUIDELINES

### SFV Convention Liaison (cont):

3. Shall chair the H & I Meeting at the San Fernando Valley Convention, which includes:
  - a) Work with the Director to select a speaker ~~(director approval required)~~
  - b) Select members of the San Fernando Valley H & I Committee to read at the convention H & I meeting.
4. Shall take charge of the H & I booth, table, personnel, literature, and signs at the San Fernando Valley Convention
5. Shall not authorize any expenditure from or on behalf of H & I for meals, travel, rooms, or convention functions. SFV Convention Chair will report to SFV H & I Board Meeting no later than April the request for expenditure to reimburse/pay for lodging, travel, mileage, registration, etc for the H & I convention speaker. Final approval of any expenditure will be decided by board vote.

### R. LITERATURE FUNDRAISING EVENT CHAIRPERSON:

1. Shall meet with fundraising event committee on an as-needed basis and preside over the meeting.
2. Shall attend Executive board meetings and report to the Board the status of the event, and coordinate all activities with the Board.
3. Shall be responsible for the maintenance of a two-signature checking account at a local bank for keeping the event funding separate from the literature fund account until after the event.
  - a) The signatures required shall be any two of the following:  
Literature Fund Raising Chairperson, Director or Co-Director.
  - b) All event funds shall be accounted for through transactions on this account.
4. Shall request monies from the Executive Board if necessary to finance the advance expenditures for the event.
5. Shall ensure that monies collected as literature donations are accounted for and deposited in the literature fund at the Executive Board's direction. Such donations can only be accepted from AA members (per the 7th tradition of AA).
6. Shall ensure that monies collected for sales of T-shirts, registrations, or other items will be used to offset expenses incurred and to reimburse the Biking for Books General Fund. Surplus monies in excess of the \$5,000.00 seed money shall be deposited into the Literature Fund, at the Executive Board's direction.
7. Shall ensure that Fundraising committee members are H & I Committee members in good standing.
8. Subject to Board approval, a Co-chairperson shall be appointed by the Director and Event Chairperson

### S. ARCHIVES COMMITTEE

1. Shall be made up of 5 members. The chairperson shall be elected and the other members appointed by the Executive Board.
2. Shall provide an appropriate method proper facility for storage for all committee records turned over to them.

## SFV H & I GUIDELINES

### T. PANEL SCREENING COMMITTEE:

1. Shall be chaired by Co-Director, ~~who will be assisted by at least 2 committee members appointed by the Executive Board. Co-director and one committee member shall visit the new panel. The criteria from attachments A & B adopted by the board in 1993 shall be the criteria that will have to be met in order to establish a panel.~~
3. Shall review any questions raised concerning an existing panel not meeting the criteria requirements, ~~and give a report in writing to the Executive Board.~~

### U. SFV H & I BBQ/ANNIVERSARY CHAIRPERSON:

1. Shall appoint an event committee to assist with planning, ~~as needed.~~
2. Shall meet with event committee on an as-needed basis and preside over the meeting.
3. Shall attend Executive board meetings three months prior to the event, ~~and one month subsequent to the event,~~ and report to the Board the status of the event, and coordinate all activities with the Board.
4. Shall submit a budget to the Executive Board two months prior to the event.
5. Shall request monies from the Executive Board as necessary to finance the advance expenditures for the event.
6. Shall ensure that monies collected as donations are accounted for and deposited in the General Fund, ~~at the Executive Board's direction.~~ Such donations can only be accepted from AA members (per the 7th tradition of AA).
7. Shall ensure that monies collected for sales of T-shirts, registrations, or other items will be used to offset expenses incurred and to reimburse the General Fund. All monies from the event shall be deposited into the General Fund, ~~at the Executive Board's direction.~~
8. Shall ensure that event committee members are H & I Committee members in good standing.
9. The Event Chairperson shall appoint a co-chairperson subject to Board approval.

## VII. DEPARTMENT:

A. Any member of the Committee is automatically disqualified from Committee service and Panel participation when any of the following occurs:

1. Loss of sobriety. ~~Sobriety requirements will have to be re-attained for membership in the Committee.~~
10. ~~Willful R~~refusal to abide by the rules and regulations of ~~the~~ facility served.
  - a) If a willful violation of facility rules and regulations is reported to the Committee, it will be referred to the ~~Policy Council Board~~ for review and a decision as to possible disqualification from Committee service.

## SFV H & I GUIDELINES

### SFV Convention Liaison (cont):

- b) The member involved shall have the right of appeal to the ~~Committee~~Board.
- B. If an elected and/or appointed Board member is unable to fulfill a required commitment, such as missing 3 or more Board meetings, the Board of Directors will discuss, with the person~~(s)~~, a solution to the situation. If there is to be a position vacated, action~~on~~ using Paragraph V-B will be considered.

### VIII. DRESS CODE:

Panel members shall dress appropriately for all panels, ever mindful that you are representing the San Fernando Valley Hospital and Institutions Committee, and Alcoholics Anonymous. Panel members shall not wear suggestive or/provocative, clothing at any facility served.

Examples of improper attire are:

- Tank tops ~~or T-type shirts~~, cut offs or shorts
- Miniskirts or slit skirts
- Tight fitting ~~blouses or sweaters~~clothing
- Low-cut blouses or see-through blouses
- Flip Flops

Many of the prison facilities have different dress code ~~rules as to dress code~~, Al always check with panel leader as to what is permissible, never jeans of any kind.

### IX. DRIVERS LICENSE:

Some institutions require all visitors ~~(including H & I members)~~ to display or surrender a valid California Driver's License or a valid picture ID while inside the institution. These institutions may run a background check. Please do not go on a penal institution panel ~~to a penal institution~~ if you have outstanding warrants or other legal problems~~issues~~.. You are not immune from arrest or detention while on a panel.

### X. MEETINGS:

#### A. BUSINESS MEETINGS:

Regular Committee Business Meetings will be held once per month usually within one week after the executive Board Meeting. At all regular Committee Business Meetings, each member of the Committee in attendance shall sign in on an attendance sheet. No member is authorized to sign in for another person. No personal telephone numbers or addresses, ~~either residence or work~~, are to be used as a mailing list, ~~or for list or for~~ any form of solicitation or commercial venture. Our records are for Hospital and Institutions Committee use only. All regular Business Meetings shall be conducted according to an agenda prepared by the Director, who shall preside over the meetings. The Director or the Policy Council Chairperson may call special and/or emergency meetings. The Policy Council Chairperson may appoint the presiding officer at special meetings.

## SFV H & I GUIDELINES

### B. WORKSHOP MEETINGS ORIENTATION (WORKSHOP) MEETINGS:

Regular Workshop Meetings will be held once per month under the personal supervision of the Workshop Chairperson, who will be appointed by the Director from membership of the Committee. The Workshop Meeting is designed to share experience and information about the Committee with interested newcomers to H & I. Emphasis is to be placed on the nature of the commitment, and the Committee's Primary Purpose. The Co-Director will be working with the Workshop Chairperson to assist all newcomers to the Committee, during the early weeks of their membership.

### C. EXECUTIVE BOARD MEETINGS:

1. The Executive Board will meet once per month, usually within one week prior to business meeting. The Executive Board consists of the Director, Co-Director, Secretary, Treasurer, Literature Fund Chairpersons, Policy Council Chairperson, all members of The Policy Council, and the Registrar. 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 Business Meeting. A quorum shall consist of at least 6 Executive Board Members.
2. Committee members who have asked one week in advance to be heard by the executive board shall be allowed to address the executive board, as long as it is suggested as they stick to one subject and do so in an orderly manner.

### D. POLICY COUNCIL MEETINGS:

The Policy Council will be composed of a Chairperson, and two elected members with staggered two-year terms. The primary function of the Policy Council is to evaluate policy for more efficient coordination of the Purpose and Overall Program of the Committee. The Policy Council shall meet once per month with the Executive Board, and present its recommendations on operational matters and/or suggested solutions to existing problems. The Policy Council Chairperson may call special meetings, and invite concerned persons, as the Chairperson sees fit. The Chairperson shall advise the Director of such meetings.

## XI. FUNDS

### A. EXCESS LITERATURE FUNDS

1. A prudent reserve of six months presumed expenses should be kept in the bank for literature expenses. It may also be used to purchase books that will be stored until needed.
2. At no time is money to be given to any H & I Committee or any other group or person. Funds in excess of the prudent reserve will may be used to purchase literature to be donated to a Southern California H & I Intergroup Committee, where it will be used to carry the message of Alcoholics Anonymous. The Southern California H&I Group Representative will

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## SFV H & I GUIDELINES

### Excess Literature Funds (cont):

~~recommend a committee~~ provide an order form request to the Executive Board to receive the donated literature, and the Board will vote to approve or deny the ~~recommendation~~ request.

3. The rule of never commingling our literature funds with our general fund or any other fund has to be strictly adhered to ~~by all members.~~
4. We must keep ~~ever~~ in mind that it is through the generosity/generous contributions of the SFV AA Member ~~in the SFV~~ contributing to our Literature Fund that our committee ~~has had the opportunity~~ is able to dispense Books and Literature ~~to our panels.~~

### B. COMMITTEE FUNDS

1. All Committee Financial Records shall be open to inspection by any two or more committee members at the Executive Board Meeting with one week's prior notice ~~to the Executive Board.~~
2. All checks shall be filled in completely prior ~~to the signing of them by those authorized to sign them.~~ to being signed by those authorized.
3. All Financial Accounts of this Committee shall have three signatures on them the: Director, Co-Director and the Chairperson of the particular committee. Any two of these signatures are required on a check.
4. Valid signatures for specific funds are:  
General Fund: Director, Co-Director, ~~and~~ Treasurer.  
Literature Fund: Director, Co-Director and Literature Fund Chairperson.-  
Literature Fund Raising Committee: Director, Co-Director and Literature Fund Raising Chairperson.

### C. EXCESS GENERAL FUND MONIES

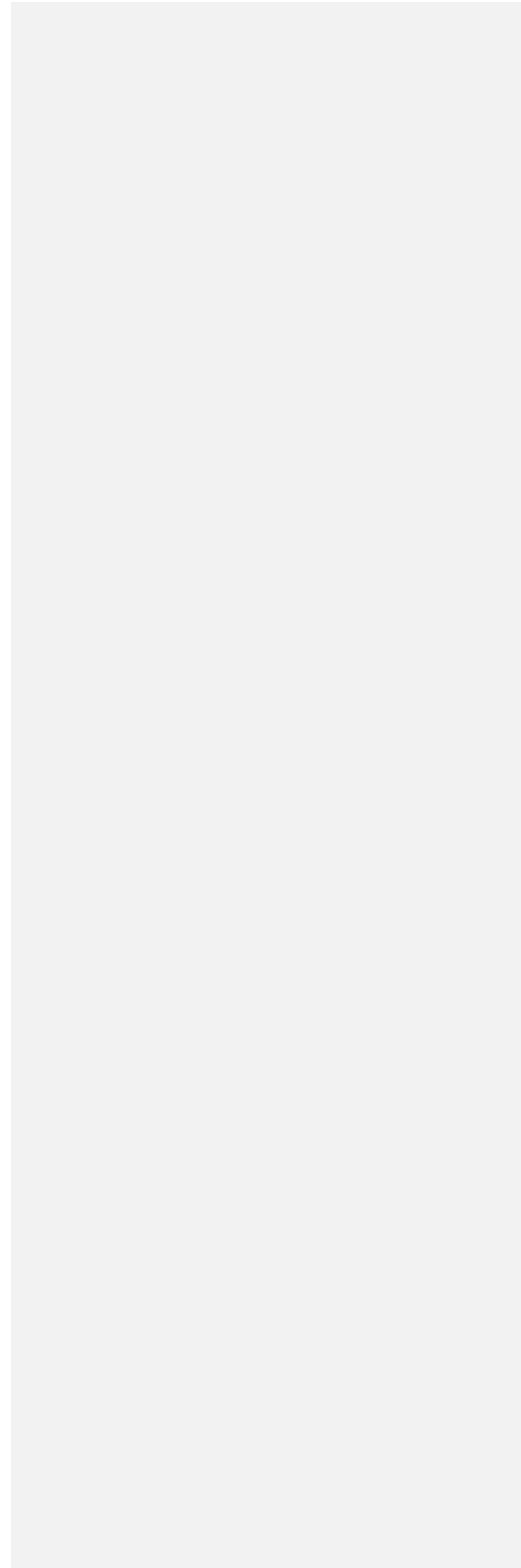
Should the monies in the "General Fund Account" exceed a 12-month prudent reserve of \$3,500.00, the committee shall donate those funds to the following committees at a rate of:

San Fernando Valley Central Office	50%
So Cal H & I Intergroup	20%
Districts 1, 3, 4, 11, 16, and 17,	10% (1.66% to each district)
Area 93	10%
GSO	10%

## XII. COMMITTEE RECORDS AND LISTS:

1. We have many different records and lists in H & I that are to be used only for their intended purpose. They should all carry the message for H & I use only. We ~~necessarily have to~~ use member's full names address and phone numbers for our committee business. We must protect our members anonymity at all times. ~~R~~remember this is Alcoholics Anonymous and people have a right to have their anonymity protected.

Last Revised 4-17-17



## SFV H & I GUIDELINES

### Excess Literature Funds (cont):

- ~~2. No personal telephone numbers or addresses, either residence or work, are to be used as a mailing list, or for any form of solicitation or commercial venture. Our records are for H & I Committee use only and are not to be shared with any other committee.~~

### XIII. PROCEDURES FOR CHANGING THE GUIDELINES

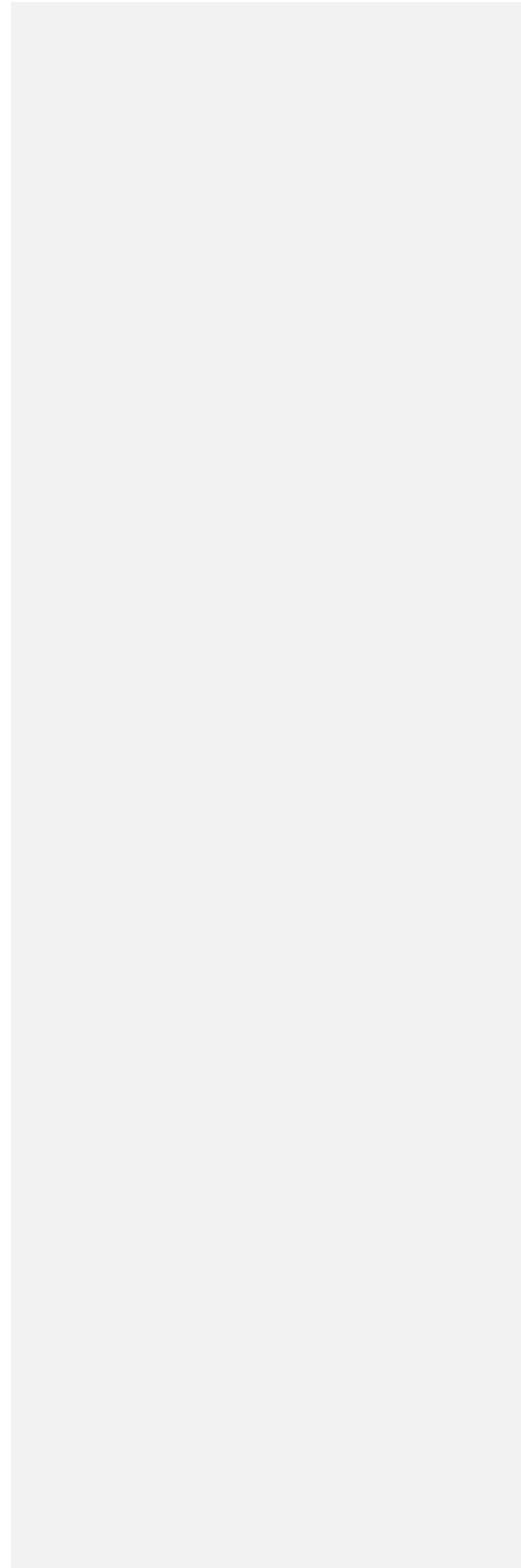
1. A guidelines change or addition may be submitted by any committee member in writing to the director. The Director shall refer changes to the guidelines committee for review by them as well as the policy committee.
2. Changes shall require approval by a simple majority vote ~~(at two consecutive business meetings)~~; of those committee members ~~voting by those~~ "eligible" to vote
3. Upon final acceptance, these changes will be incorporated into the guidelines ~~and~~, marked with the revision date.

### XIV. GUIDELINES FOR ALL PANEL MEMBERS AND SPEAKERS:

1. No AA Panel Meeting regularly conducted under the auspices of the San Fernando Valley Hospital 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, ~~and acceptable to the authorities of the facility served.~~
2. All Panel Members and Speakers must be AA members who regularly attend AA meetings, ~~and who currently maintain a minimum of six months continuous sobriety (twelve months for penal and/or psychiatric institutions)~~
3. The sobriety requirements of each institution are to be rigidly upheld by all panel leaders and speakers.
4. Personal accounts of AA case histories ("what we were like, what happened, ~~and what we are like now~~"), AA Principles or AA general information are to be the main topics of any AA Panel Meeting conducted by the Committee, ~~within at~~ all facilities served.
5. Any use of profanity or sexually explicit stories is strictly prohibited ~~by the authorities of institutions served, as well as the Committee, and at the request of inmates and/or patients themselves.~~
6. No member of this Committee or ~~his/her invited guests~~ panel speaker may take anything (except AA approved literature) into ~~or out of~~ any facility, ~~nor carry anything out.~~ This specifically forbids the exchange of telephone numbers, addresses or any other messages between inmates, patients or residents.
7. A member of AA on parole or probation shall ~~neither attend nor not~~ participate ~~in on~~ a Panel of this Committee without first obtaining official clearance from the proper authorities.



Last Revised 4-17-17



## SFV H & I GUIDELINES

### Guidelines for All Panel Members and Speakers (cont):

8. Panel Leaders shall be ~~totally~~ responsible for the conduct of any 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 the Panel Meeting.
9. Any specific requirements of ~~each the~~ individual institution will be furnished by the ~~Committee (through its Facility Chairpersons)~~ Facility Chairperson to each Panel Leader and Speaker, ~~thus ensuring the fact that~~ so all Panel participants will have a full and clear understanding of their responsibilities in connection with their assignments.
10. 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 ~~failu~~ reing to comply with Committee Guidelines, shall be reported to the Board or Policy Council, which shall decide as to disqualification from Committee Service. ~~If disqualified~~ The person involved shall have the right of appeal, first to a meeting of the Executive Board, and then to the Committee.

**Attachment A**

**S.F.V. HOSPITAL AND INSTITUTIONS COMMITTEE**  
**PANEL SCREENING COMMITTEE RECOMMENDATION**

DATE: \_\_\_\_\_  
FACILITY \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
CITY \_\_\_\_\_ ZIP \_\_\_\_\_  
DIRECTOR/SUPERINTENDENT OF FACILITY: \_\_\_\_\_  
MEETING HELD WITH:

---

PANEL SCREENING COMMITTEE MEMBERS PRESENT:

---

RECOMMENDATION OF PANEL SCREENING COMMITTEE:

START PANEL YES \_\_\_\_\_ NO \_\_\_\_\_ IF ANSWER IS NO, STATE REASON:

---

START PANEL DATE \_\_\_\_/\_\_\_\_/\_\_\_\_

DAY \_\_\_\_\_ TIME \_\_\_\_\_ TO \_\_\_\_\_

CONTACT PERSON AT FACILITY:

DAYS \_\_\_\_\_ PHONE NO. \_\_\_\_\_

EVENING \_\_\_\_\_ PHONE NO. \_\_\_\_\_

PANEL WILL BE HELD AT THIS LOCATION IN:

(STATE LOCATION OR ROOM NUMBER) \_\_\_\_\_

ENTRY DOOR OF FACILITY IS LOCATED ON \_\_\_\_\_

PARKING \_\_\_\_\_

DIRECTIONS

---

SPECIFIC RULES TO BE FOLLOWED AT THIS  
FACILITY

---

SIGNED

**SFV H & I GUIDELINES**  
**Attachment B**

**PANEL SCREENING COMMITTEE'S CRITERIA**

DATE OF VISIT \_\_\_\_/\_\_\_\_/\_\_\_\_

FACILITY NAME

1. ARE ALCOHOLICS NORMALLY PRESENT IN THE FACILITY? YES\_\_\_\_ NO\_\_\_\_
2. IS IT A DRUG REHAB OR OTHER TYPE OF FACILITY WHERE THERE MAYBE AN OCCASIONAL ALCOHOLIC? YES\_\_\_\_ NO\_\_\_\_
3. IS ALCOHOLISM ACTUALLY AND NORMALLY TREATED THERE REGARDLESS OF ANY OTHER PROBLEMS? YES\_\_\_\_ NO\_\_\_\_
4. CONFINEMENT, AND TO WHAT DEGREE, IS THE RESIDENT CONFINED TO THE FACILITY? NOT AT  
ALL\_\_\_\_ 5 DAYS\_\_\_\_ 15 DAYS\_\_\_\_ 30 DAYS\_\_\_\_ LONGER\_\_\_\_  
OTHER\_\_\_\_ EXPLAIN \_\_\_\_\_  
\_\_\_\_\_
5. WILL WE, THE S.F.V. HOSPITAL AND INSTITUTIONS COMMITTEE, BE ABLE TO FUNCTION WITHIN THE 12 TRADITIONS OF ALCOHOLICS ANONYMOUS IN THIS FACILITY? YES\_\_\_\_ NO\_\_\_\_
6. ARE THERE ANY FORESEEABLE PROBLEMS WITH THIS FACILITY THAT THE SUPERVISORS AND PANEL CHAIRPERSONS SHOULD BE MADE AWARE OF BEFORE THE PANEL IS STARTED? YES\_\_\_\_ NO\_\_\_\_ IF YES, WHAT ARE THEY? \_\_\_\_\_  
\_\_\_\_\_ PERSON(S)  
WHO INVESTIGATED THIS FACILITY \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_