

GUIDELINES

OF THE

ORANGE COUNTY

HOSPITALS AND INSTITUTIONS COMMITTEE

Revised September 2023

By

Orange County Hospitals and Institutions Committee

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Introduction

The purpose of Orange County Hospitals and Institutions Committee (H & I) is to carry the message of Alcoholics Anonymous to the alcoholic who is confined in a hospital or institution. H & I is a service committee as defined in the Ninth Tradition of Alcoholics Anonymous; *“AA, as such, ought never be organized; but we may create service boards or committees directly responsible to those they serve.”* H & I’s charter is stated in AA’s Fifth Tradition; *“Each group has but one primary purpose - to carry its message to the alcoholic who still suffers.”*

The H & I Committee is represented at the Southern California H & I Intergroup Committee. The Orange County Hospitals & Institutions Committee is an autonomous committee of Mid-Southern California Area Service Committee of the General Service Conference - and has a vote on that committee through its General Service Representative (GSR).

All members of H & I are volunteers who are members of Alcoholics Anonymous, have at least one year of sobriety and have met the H & I membership requirements. H & I officers are elected from the general membership and typically serve for a period of one year with the possibility of one reelection.

In keeping with AA’s Sixth Tradition, H & I fully cooperates with the facilities which it serves but does not affiliate itself with any of these facilities. H & I’s service is at the request and invitation of the facility’s administration. Each member of H & I cannot and does not speak for AA. Each volunteer member is, however, a representative of AA in these facilities.

H & I complies with AA’s Seventh Tradition of self-support through group and individual contributions and through a collection taken at the monthly business meeting. No funds are solicited outside of Alcoholics Anonymous. Donations from groups and individuals take the form of either money or AA literature. Individual contributions may not exceed two thousand dollars in any one-year period.

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.

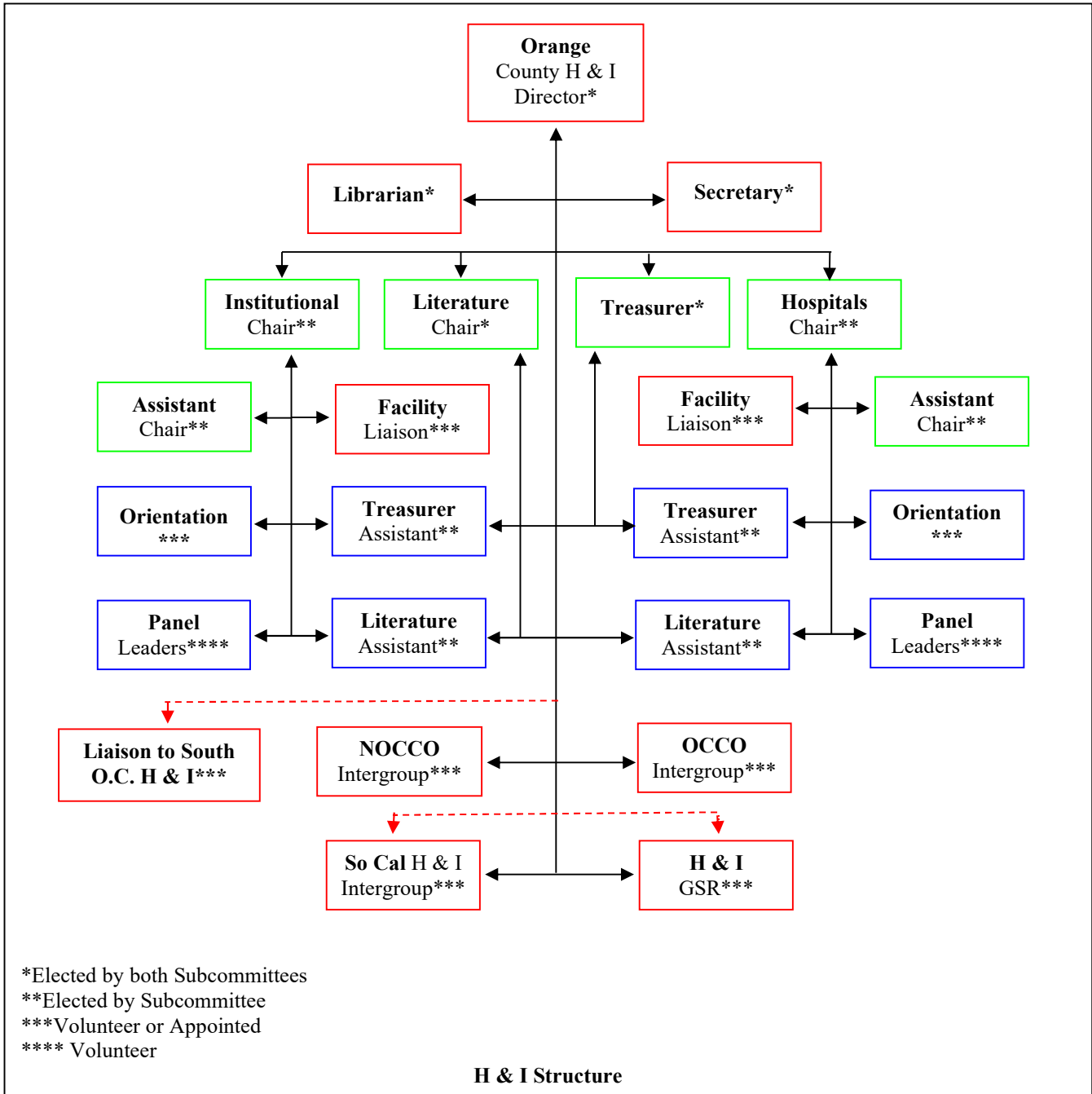
Panel: A commitment by a member of H & I to bring a meeting of Alcoholics Anonymous into a facility on a specific day and time each month. The criterion for acceptance of a panel by the H & I Committee is that it not be a meeting which is open to members of AA in general.

Structure

H & I is made up of two committees reporting to a director who oversees the general operation of the two committees. The Director also assures that the traditions are followed and that there is adequate and appropriate communication between the groups. The Director is elected from the general membership of the two **sub-**committees and serves a one-year term with **one Two** possible reelection in a lifetime. The H & I Committee Board is also elected by the general membership of the two committees.

Each committee operates autonomously within the guidelines and structure of the H & I Guidelines.

The Organization Chart below shows committee's structure.



Officers and Election Requirements

The H & I Committee has an elected Board of officers consisting of a Director, a Secretary, an Institutional Chair, a Hospitals Chair, a Treasurer, a Literature Chair, and a Librarian. The purpose of the H & I Board is to assure compliance to the traditions of Alcoholics Anonymous while fulfilling the purpose of H & I. The Board coordinates activity of the individual committees. The Policy Committee, which facilitates implementation of, and changes to, the Guidelines of the Orange County H & I Committee, includes all members of the current-serving Board and all past Directors of the Orange County H & I Committee. A vote of 2/3 or greater of the Policy Committee members present and voting is necessary to bring a proposed Guidelines change to the full Orange County H & I Committee.

Also elected to each individual committee are an Assistant Treasurer and an Assistant Literature Coordinator.

In addition to the elected officers, each committee has appointed positions. They are a Co-Chair for Hospitals and a Co-Chair for Institutions; a Facility Liaison and whatever other necessary liaison positions the Institutional Committee requires. There are two Orientation Leaders for each committee. The elected Board members as outlined in the respective position descriptions appoint these positions. For the sake of continuity and the best orientation possible, the Orientation leaders are selected from the outgoing Board members whenever possible.

H & I Representatives to other AA service committees make monthly reports to the H & I Director or to each of the H & I Sub-committees on the activities of the other service committees. There are five H & I representatives to other AA service committees. They are the Orange County Intergroup Representative, North Orange County Intergroup Representative, the Southern California H & I Intergroup Representative, the Mid-Southern California Area GSR, and the liaison to the South Orange County H & I Committee.

Nominations for the elected positions are held at each sub-committee meeting in October with election by written ballot at each sub-committee meeting in November, and will be determined by a simple majority. Offices are held from January through December. Each sub-committee will elect a Chair, an Assistant Treasurer and an Assistant Literature Coordinator. Both sub-committees will elect a Director, a Secretary, a Treasurer, a Literature Chair, and a Librarian. The current Director will appoint three H & I members to count the ballots and the results will be announced at the December meetings.

General Membership

An H & I Committee member is any member of Alcoholics Anonymous who has one year of continuous sobriety, has attended the newcomer orientation meeting, has participated in an introductory panel and has attended either the Hospitals or Institutions Committee business meeting for three consecutive months. All H & I Committee Members are qualified to vote in the general elections. (See the position description of the H & I Committee Member for other requirements and responsibilities.)

A Panel Leader is any committee member responsible for conducting an AA meeting at a facility served by H & I. Panel leaders and/or Panel Co-Leaders are responsible for coordinating guest speakers for their meeting at the hospital or institution. H & I committee members volunteer to fill the panel leader positions. (See the position description of the Panel Leader and/or Panel Co-Leader for other requirements and responsibilities.)

Finances

The H&I Committee operates through the contributions of individual members and AA groups throughout Orange County. In keeping with AA tradition, an individual contributor may not donate more than two thousand dollars (\$2000.00) annually to H & I.

A collection in accordance with the Seventh Tradition is taken at each monthly meeting to offset the cost of the meeting. Money collected in excess of that required for rent and coffee is added to the general fund for that committee. Rent and coffee expenses are split between the two committees. The committees may also hold special raffles to help increase contributions.

Contributions from groups and individuals that are not specifically designated for Literature or General Fund will be used to purchase literature for both sub-committees. A contributor may designate some other distribution if desired but it must be clearly defined. Groups often take up a separate collection specifically for H & I at their regular meeting or they may have a collection set-aside for H & I donations. Contributions to H & I are purely voluntary.

Bank account will have the name of the current Treasurer and Director as signors. When one is replaced, the other must go to the bank and add the new person either treasurer or director and remove the old person. This should be done in January whenever there is a change via election. If someone resigns then this needs to be done ASAP.

For oversight and transparency, a QuickBooks online account should be maintained by the treasurer and reviewed quarterly by a tax professional.

Nonprofit Corporate Responsibilities

As a nonprofit we are required to file an annual tax return. If we receive over 50K in donations then we need a full return. If under 50K a postcard stating that figure is adequate. This should be handled by a tax professional.

Tony to Revise New tax laws requiring anyone we give more than \$600 to in any year ~~needs~~ to get a 1099 regardless of the reason, such as expense reimbursement etc. We should set up a policy that anyone we pay needs to give us a W9 form so in case we pay them more than \$600 we have their information to send them a 1099K.

Please note that this document is speaking to the nonprofit corporation and not H and I so the term board member and officer refer to the nonprofit and may or may not tie to the board members and officers of H and I. Normally the Director of H and I is the President of the nonprofit. The treasurer of H and I is the Treasurer of the nonprofit and the librarian of H and I is the Secretary of the nonprofit. These are the respective officers of the nonprofit. Then you would have an accounting board member of the nonprofit to ensure everything listed below is done. This person may or may not even be a member of H and I.

It is also permissible for someone to hold more than 1 officer position in the nonprofit. The officers of the nonprofit may also be anyone that is chosen and be completed unrelated to the officers currently serving in H and I. This may be a good choice for us as it would give independent oversight of the financials and taxes as well as not having to train and monitor the new director/treasurer to make sure they are doing all things listed below in a timely manner.

All Officers of the nonprofit are personally liable for its legal function, timely filings, and correct accounting. Should the corporate officers fail to file taxes, or otherwise maintain the nonprofit in a legal manner any fines assessed would be their responsibility as its illegal for a nonprofit to pay fines or penalties due to the failure of the officers to act appropriately.

1. Corporate bank account has 3 signatures.
 - a. Director
 - b. Treasurer
 - c. Board member doing accounting and taxes.
 - i. Old members to be removed and new members added.
 - ii. Bank account is with chase, old debit cards to be shredded new cards to be issued.
 - iii. Monthly accounting to be done on QuickBooks Online by treasurer and verified by director or Board member.
2. Annual filings
 - a. As a nonprofit a nonprofit tax return needs to be filed with both the IRS and the State of California. Both forms need to be filed by March 15.
 - i. The two forms are IRS 990EZ (postcard)
 - ii. FTB (Franchise Tax Board) RFF-1 (\$25 fee to file please note CANNOT BE PAID WITH HAND I FUNDS DO NOT WRITE A CHECK FROM THE CORPORATE ACCOUNT!!
 - iii. Usually, director or treasurer will write the check from their personal account and get reimbursed at the next meeting
 - b. Statement of Information due to the Secretary of State.
 - i. This form is found on the Secretary of State website (www.sos.ca.gov)
 1. Under business
 - a. Search businesses type in o.c. hospitals.
 - b. Find our name, click on it then click request access.
 - c. Create a login and password
 - d. Then search the corporation again and find our name.
 - e. Then top right click File Statement
 - f. Complete statement then answers questions then click submit

3. Corporate books
 - a. Director will keep the physical corporate book or designate accounting board member to retain the physical book.
 - i. All changes within the nonprofit will be maintained in the book
 1. An electronic back up is current and will be maintained by either the director or the accounting board member.

Removal from a Service Position

The removal of a member from a service position is a serious action and should be undertaken only after a thorough and open-minded review by the Board of the Orange County H & I Committee has determined that no other action will be sufficient.

The Board, after completion of a review of the situation, may remove a member from an appointed service position with a vote of 2/3 of the voting members of the Board in favor of the removal action.

Where the position is an elected position in one of the two committees, the Board must follow a 3-step process: 1st, the member must be given the opportunity to resign. If the member resigns, no further action will be taken. If the member chooses not to resign, the Board, as the 2nd step in the process, will appoint a member of the Orange County H & I Committee to act as an interim servant in the service position in question. The Board will then proceed to the 3rd step of the removal process. This is done when the Board makes a recommendation of removal at the next meeting of the affected committee. At this meeting, one member of the Board will speak for removal and the member for whom the removal is being proposed will be afforded a chance to speak, or have someone speak for them, after the Board member speaking for removal. When this is completed, the committee members will have the opportunity to ask questions or offer points of discussion. The committee may remove an elected member from a service position within the committee by a vote of at least 2/3 of the members of that committee present and voting.

Where the position is an elected position on the Board, the Board must follow a 4-step process: 1st, the member must be given the opportunity to resign. If the member resigns, no further action will be taken. If the member chooses not to resign, the Board will appoint a member of the Orange County H & I Committee to act as an interim servant in the service position in question. The 3rd step of the removal process takes place when the Board, at the next business meetings of both committees, announces a special combined committee business meeting in the succeeding month for the purpose of removing an elected Board member from a service position. The 4th step in the removal process is done at the special combined committee business meeting when the Board makes a recommendation of removal. This meeting should be chaired by a member of the Orange County H & I Committee who does not serve on the Board. At this meeting, one member of the Board will speak for removal and the member for whom the removal is being proposed will be afforded a chance to speak, or have someone speak for them, after the Board member speaking for removal. When this is completed, the committee members will have the opportunity to ask questions or offer points of discussion. The combined committee business meeting may remove a member from an elected Board service position with a vote of at least 2/3 of the members present and voting.

General Rules and Requirements

Committee Meeting Schedule

The Institutions Committee holds its monthly business meeting on the second Sunday of each month at 4:00 p.m. The meeting address is listed in the meeting schedule published by the Central Office of the Orange County Intergroup Association of Alcoholics Anonymous.

The Hospitals Committee holds its monthly business meeting on the second Sunday of each month at 6:00 p.m. The meeting address is listed in the meeting schedule published by the Central Office of the Orange County Intergroup Association of Alcoholics Anonymous.

Board Meeting Schedule

The H & I Board will meet at least quarterly to review the performance of the two H & I Committees and make adjustments and recommendations as required. Minutes of these meetings will be published and made available to the general membership at the next regular H & I Committee meeting. The date and location of the H & I Board meeting will be determined by the Director and announced at least one month prior to the Board meeting.

Board Member Attendance

Those Board members whose functions span both committees are expected to attend both committee meetings each month. These members include the Director, the Secretary, the Treasurer, the Literature Coordinator and the Librarian.

Membership Requirements

To qualify to become a member of H & I, a volunteer must:

- Have one year of current continuous sobriety
- Must attend either the Hospitals or Institutions business meeting for three consecutive months
- Attend a newcomer orientation meeting
- Participate in an orientation panel (see below) sometime within the period of first three consecutive meetings
- Register on the H & I website at ochandi.org (see website section)

Newcomer Orientation Meeting

Orientation meetings for newcomers are held prior to each committee meeting on the same day and at the same location as the committee meetings. They are held in a separate room. Both orientation meetings should cover information concerning each committee. There are two orientation meetings each month and newcomers to H & I are required to attend *one* of them in their first three months of qualification for H & I.

Orientation Panels

It is highly recommended that each newcomer to H & I that they attend and participate in an orientation panel at either a detox/treatment facility with a current member of this committee. The panel leaders for these panels will provide each newcomer an opportunity to share according to the meeting format. These panels leaders will be set up and uniquely identified in the panel roster. For corrections facilities there may be a clearance form required prior to participation. Records of participation in the orientation panel will be the member's responsibility.

Attendance at Monthly Committee Meetings

Members missing the monthly business meeting for three consecutive months will automatically lose membership in H & I and must start over by satisfying the membership requirements once again. If that member is also 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 H & I committee 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 address and telephone numbers and make corrections as necessary.

Missed Attendance at Panels

A "Dark Night" is a missed commitment to hold a meeting. A dark night means forfeiture of the missed panel. The Librarian will notify the offending member and the Director of a dark night and make a special notation on the

volunteer's attendance record. A volunteer may not sign up for another panel until he or she has attended another newcomer orientation meeting.

Substitution

The only substitutes for panel leaders are other qualified members of H & I. A panel leader who cannot find a qualified substitute leader for a panel must call the panel coordinator. If the panel coordinator is unavailable, the leader may call the appropriate Chair or the Director.

Schedule Conflicts with Monthly Meeting

For those panel leaders whose commitment coincides with the monthly H & I meeting, special consideration is given regarding the attendance rules. It is critical that these panel leaders call their Facility Liaison to give the panel status and that they come to at least two committee meetings a year. At those times, a suitable substitute must be found to cover their panel.

Panel Acceptance Criteria

The criteria for acceptance of a panel by the H & I Committee is that it not be a meeting which is open to members of AA in general.

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.
- In keeping with the Fifth Tradition of Alcoholics Anonymous, we don't talk excessively about drugs, narcotics or any other twelve-step programs.
- We don't 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 don't take anything into a facility. We don't take anything out.
- We do not discuss the staff, officials or regulations of a facility with the residents.
- We respect the anonymity of all AA members in and out of the facilities.
- We start and end our meetings on time as allowed by the facility.
- We follow all the facility rules and regulations including, but not limited to, dress code, allowed literature and AA materials, our 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 Alcoholic 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.

Position Descriptions

Director

Requirements

- A minimum of four years of continuous sobriety,
- A minimum of two years in Hospitals and Institutions work, one year of which must have been with the Orange County H & I Committee.
- Access to a computer with word processing and spreadsheet software as well as printing capability.

Term of Office

- Elected by both sub-committees. (see page 4, paragraph 5). Will serve for a period of one year. May be reelected once. May not serve more than two terms in a lifetime.
- Past directors automatically become members of the Policy Committee and Advisors to the Board of Directors.

Duties and Responsibilities

- Coordinate all H & I activities.
- Manage all public relations contact regarding H & I policy matters or interpretation of policy at the public level.
- Act on all matters affecting the Committees or delegate responsibility regarding matters affecting the Committees.
- Address inquiries, concerns and comments from AA groups, the general public, and facilities in writing, by telephone or in person in a professional manner.
- Attend the monthly H & I Committee meetings and report on the status of old business, new business and any special projects.
- Schedule and chair the quarterly H & I Board meeting.
- Discipline members as required.
- Assist the H & I Board members in resolution of issues that arise in their areas of concern.
- Coordinate as needed with the Institutional So Cal H&I Intergroup Committee representative.
- Maintain the backup master copy of the Orange County H & I Committee Guidelines (printed and electronic media versions).
- Coordinate with current Treasurer to ensure that you and the Treasurer are the signors. (See Finances Section for further explanation)
- Upon being elected you will meet with the retiring Director and Treasurer to review and replace outgoing members on the corporate bank account and on the Corporate Board of Officers.
- Director will keep the physical corporate book or designate accounting board member to retain the physical book.
- All changes within the nonprofit will be maintained in the book
- An electronic back up is current and will be maintained by either the director or the accounting board member.

Committee Chair

Two positions: one for Hospitals and one for Institutions

Requirements

- A minimum of three years of continuous sobriety.
- A minimum of two years in Hospitals and Institutions work, one year of which must have been with the Orange County H & I Committee.
- Access to a computer with word processing and spreadsheet software as well as printing capability.

Term of Office

- Elected by the appropriate sub-committee. Will serve for a period of one year. May be reelected once. May not serve more than two terms in a lifetime.

Note: Two terms of service on either the Hospitals or the Institutions Committee does not preclude the nominee from serving up to two terms on the alternate committee.

Duties and Responsibilities

- Coordinate services to hospitals or institutions with the help of the Assistant Chairs and the ~~Panel Coordinators~~ Facility Liaisons.
- Promote better communications between the Panel Leaders and Facility Liaisons. to reduce or eliminate dark nights.
- Direct the Assistant Chairs in the accurate and timely preparation of drop slips and panel requests to update the panel listings.
- Run the monthly H & I Committee business meeting in a respectful and professional manner.
- Report on the status of old business, new business, and any special projects.
- Prepare and distribute the listings of all active panels, panel leaders and Facility Liaisons. at the monthly business meeting.
- Assist the H & I Director in the discipline of members as required.
- Maintain current listing of all facilities and contacts.
- Assist the H & I Board members in resolution of issues that arise in their areas of concern.
- Coordinate with the alternate Committee as required.
- Ensure that those volunteering to do the new member orientation have four to 6 copies of your panel list and/or reports.
- Announce that if a new member has not attended orientation to get an attendance card from the Liberian

Assistant Chair

Two positions: one for Hospitals and one for Institutions

Requirements

- A minimum of two years of continuous sobriety.
- A minimum of one year in Hospitals and Institutions work, preferably with the Orange County H & I Committee.

Term of Office

- The Chair of the Hospitals Committee and the Chair of the Institutions Committee appoint the appropriate Assistant Chairmen. The term runs concurrently with that of the Chair with whom the assistant serves.

Duties and Responsibilities

- Fill in for the Chair in his/her absence.
- Handle the preparation of drop slips and panel requests.
- Present the listings of open panels to the members at the monthly business meeting.
- Answer volunteer questions regarding panel requirements.

Treasurer

One position

Requirements

- A minimum of three years of continuous sobriety.
- A minimum of one year in Hospitals and Institutions work, preferably with the Orange County H & I Committee.

Term of Office

- Elected by both sub-committees. (see page 4, paragraph 5). Will serve for a period of two years. May be reelected once. May not serve more than two terms in a lifetime.

Duties and Responsibilities

- Keep accurate records of all money collected at the monthly H & I meeting as well as that donated by groups and individuals in AA.
- Keep the H & I bank account in order and be the one of the primary signatory, along with the H&I Director, on all checks drawn against the H & I account.
- Disburse money, at the Director's approval or majority vote of the H & I Committee, for H & I expenses.
- May give the monthly Treasurer's report at both business meetings or have the Treasurer Assistant give the report.
- Pick up and distribute H & I mail from the H & I post office box in time for the monthly meeting, also retain key & remit payment.
- Verify the Assistant Treasurers in the counting and verify the counts.
- Reimburse members for H&I business expenses incurred ie: printing, etc.
- Pay rent to the meeting location w/check or petty cash monthly
- Communicate with a Tax Professional for both filing yearly Tax returns if needed and quarterly audits of OCH&I's books.
- Provide all IRS and 501C correspondence to Chairman of Board
- Maintain a QuickBooks online account and have these books reviewed quarterly by a tax professional. Currently we use Duke.
- Ensure and maintain a W9 form for any company and/or individual that we pay more than \$600.00. Make sure we have their information to send them a 1099K
- Currently we can use Duke's, to file a full annual tax return if we receive over 50K in donations if we are under 50K then a postcard will do.
- Upon being elected you will need to meet with retiring Director and Treasurer to review and replace outgoing members on the corporate bank account and on the Corporate Board of Officers.

Treasurer Assistant

Two positions: one for Hospitals and one for Institutions

Requirements

- A minimum of three years of continuous sobriety.
- A minimum of one year in Hospitals and Institutions work, preferably with the Orange County H & I Committee.

Term of Office

- Elected by the appropriate sub-committee. Will serve for a period of one year. May be reelected once. May not serve more than two terms in a lifetime.

Duties and Responsibilities

- Keep accurate records of all money collected at the monthly - meeting.
- Manage the 50/50 raffle and any special collection or fund-raising activities.
- Report account balances to the Treasurer before the appropriate monthly H & I business meeting.
- Assist the Treasurer in the counting and verification of the cash and checks amounts.

Secretary

One position

Requirements

- A minimum of two years of continuous sobriety.
- A minimum of one year in Hospitals and Institutions work, preferably with the Orange County H & I Committee.

Term of Office

- Elected by both sub-committees. (see page 4, paragraph 5). Will serve for a period of one year. May be reelected once. May not serve more than two terms in a lifetime.

Duties and Responsibilities

- Keep accurate minutes of both H & I sub-committee, along with quarterly ~~committee~~ and Board meetings.
- Present the minutes of the previous month's meeting at the committee meetings.
- Distribute minutes and other H & I correspondence to both sub-committee chairs and Director as necessary.
- Maintain the master copy of the Orange County H & I Committee Guidelines (printed and electronic media versions).
- Maintain the Guidelines distribution list and distribute the Guidelines as required.
- Assist Director, Chairpersons, and Librarian in any areas requested.
-
- Maintain a Corporate book. This requires copies of meeting minutes, and other items that affect the Corporation.

Librarian

One position

Requirements

- A minimum of two years of continuous sobriety.
- A minimum of one year in Hospitals and Institutions work, preferably with the Orange County H & I Committee.

Term of Office

- Elected by both sub-committees. (see page 4, paragraph 5). Will serve for a period of one year. May be reelected once. May not serve more than two terms in a lifetime.

Duties and Responsibilities

- Keep accurate attendance records for H & I members.
- Verify volunteer's membership status, as required, at the monthly committee meeting.
- Provide e-mail address and phone number updates to the Director and Chairs as required.
- Update attendance roster within one week of monthly Business meeting monthly.
- Provide monthly drop list to Assistant Chairs and all that are needed, within one week or sooner of the monthly business.
- Notify members when they have been dropped and inform them of the process, they can follow to reinstate membership
- Monitor attendance for anyone going through the new member process and provide information as needed
- Provide email updates for all members
- Verify membership for anyone who takes an open panel
- Answer all questions pertaining to the attendance records, if possible.
- Escalate any issues that need to be resolved to the Director.
- Print out and bring updated copies of the attendance roster to each meeting
- Investigate any disputes related to attendance and provide a timely response to any party involved
- Bring required supplies to every meeting so that business can be conducted appropriately
- Provide new member cards to anyone conducting orientation as needed
- Print out new member cards as needed
- Monthly attendance to both business meetings is required
- Work with the Web Site Chair to ensure current membership so they will know what form of access the new members receive.

Literature Coordinator

One position

Requirements

- A minimum of two years of continuous sobriety.
- A minimum of one year in Hospitals and Institutions work, preferably with the Orange County H & I Committee.

Term of Office

- Elected by both sub-committees. (see page 4, paragraph 5). Will serve for a period of one year. May be reelected once. May not serve more than two terms in a lifetime.

Duties and Responsibilities

- Purchase AA Conference Approved literature and distribute to the Assistant Literature Coordinators for each committee.
- Obtain the best possible pricing for literature to assure the maximum number of books available for distribution.
- Coordinate with H&I staff and members (During H&I Monthly meetings and by Phone calls) what is needed for each of the Panels
- Submit all receipt transactions to treasurer to ensure the proper financial report can be given at monthly H&I meetings.
- Be available when shipping services deliver literature.
- Keep all boxes of literature in a safe, dry housing area.

Assistant Literature Coordinator

Two positions: one for Hospitals and one for Institutions

Requirements

- A minimum of two years of continuous sobriety.
- A minimum of one year in Hospitals and Institutions work, preferably with the Orange County H & I Committee.

Term of Office

- Elected by the appropriate subcommittee. Will serve for a period of one year. May be reelected once. May not serve more than two terms in a lifetime.

Duties and Responsibilities

- Request literature from the Literature Coordinator to satisfy the particular needs of the committee to which they are elected.
- Distribute the AA Conference Approved literature to each committee.
- Control the distribution process to assure fairness in getting literature to each panel leader.

Website Chairperson

Requirements

- A minimum of two years of continuous sobriety.
- A minimum of one year in Hospitals and Institutions work, preferably with the Orange County H & I Committee.
- Access to a computer with internet capability and software to maintain a website.

Term of Office

- The Director of the OCH&I committee appoints this position. Term of office runs until the appointed member resigns or loses their membership in the Orange County H & I Committee.

Duties and Responsibilities

- To provide accurate and consistent information about the OCH&I committee.
- To provide information about services and activities related to OCH&I.
- To encourage participation of A.A. members in H&I
- Work with the Librarian to ensure current membership before approving account logins.
- Oversight of the Website shall be the responsibility of OCH&I Board of Directors.
- The Website shall make use of existing A.A. materials whenever applicable
- The Website shall provide contact information and assistance by including a list of the facilities that OCH&I provides panels to.
- Maintain blind e-mail addresses for information requested by the membership of A.A. These blind e-mail addresses shall be determined by the OCH&I Board of Directors.
- The Website shall welcome users to make suggestions about the Website design and content.
- Will maintain the OCH&I Committee Website with information, as supplied by the OCH&I Board of Directors.
- Will ensure that information provided on the Website is accurate and current.
- Will ensure that no last names, personal e-mail's or phone numbers are revealed.
- Provide instructions to new members on how to set up a website account with us
- Approve accounts for our website based on membership
- Reset passwords for website accounts as needed
- Troubleshoot log in issues to the best of your ability
- Escalate log in issues when needed

Website Co-Chairperson

Requirements

- A minimum of two years of continuous sobriety.
- A minimum of one year in Hospitals and Institutions work, preferably with the Orange County H & I Committee.
- Access to a computer with internet capability and software to maintain a website.

Term of Office

- The Website Chairperson appoints this position with the approval of the Director of the OCH&I committee. Term of office runs until the appointed member resigns or loses their membership in the Orange County H & I Committee.

Duties and Responsibilities

- To assist the website chairperson in the duties and responsibilities of maintaining the OCH&I website.

Orientation Leader

Four positions: two for Hospitals and two for Institutions

Requirements

Note: Since this is a key position in the introduction of new members to H & I, it should be filled from the ranks of outgoing Board members. If no suitable outgoing Board member is available, the appropriate sub-committee Chair will appoint the Orientation Leader based on his or her proven understanding of H & I service.

- A minimum of two years of continuous sobriety.
- A minimum of one year in Hospitals and Institutions work with the Orange County H & I Committee.

Term of Office

- The Chair appoints one male and one female to these positions for each subcommittee. The term runs concurrently with that of the Chair.

Duties and Responsibilities

- Present orientation materials to new H & I volunteers before or after the monthly business meeting.
- Become familiar with the Guidelines of this committee, with special notes on orientation panels, explaining how to go on one.
- Brief new volunteers on the Do's and Don'ts and answer questions about H & I as it pertains to each sub-committee.
- Work with each Committee Chair to ensure you have panel listings and/or reports to share with the new member attending the session.

Panel Leader and Panel Co-leader

One per meeting

Requirements

- Must be a member of the Orange County H & I Committee.
- Length of sobriety must be in accordance with specific facility requirements.

Term of Office

- This position is applied for at the monthly business meeting
- In keeping with our Ninth Tradition, a Panel Leader/Panel Co-leader must drop their hospital panel every TWO years or their institutions panel every FIVE years. If at that business meeting no one picks-up that panel, the Panel Leader or Panel Co-leader may take that panel for another two-year term, or five year term, whichever is appropriate for the particular committee.

Duties and Responsibilities

- Conduct AA meetings in the designated facility using an acceptable format.
- Assure that each panel for which they are responsible is covered - **NO DARK NIGHTS**.
- If unable to cover their panel, must notify their Coordinator, Chair or Director.
- Be responsible for the guests brought into their facility. Guests must be made aware of the rules of the facility and H & I.
- Abide by the Do's and Don'ts of H & I.
- Speak with the panel Coordinator at least once a month.
- Report any problems or issues that arise to the panel coordinator.
- Attend at least one business meeting of either the Hospitals or Institutions Committee in a three-month period. Failure to do so will mean loss of one's panel.

Facilities Liaison

One per facility

Requirements

- A minimum of three years of continuous sobriety.
- A minimum of two years in Hospitals and Institutions work, one year of which must have been with the Orange County H & I Committee.
- Access to a computer with word processing and spreadsheet software as well as printing capability.
- Must maintain a current clearance and a list of those that are cleared for the facility that they are appointed to.

Term of Office

- The Committee Chair appoints this position, or a member may volunteer, with the consent of the Director. Term of office runs until the appointed member resigns or loses his or hers membership in the Orange County H & I Committee.

Duties and Responsibilities

- Primary contact with specific correctional facilities regarding clearances, facility policies, special events, problems and issues which arise within the correctional facility, as they relate to H & I.
- Interface with facilities in a professional manner.
- Process volunteer clearances, if required.
- Maintain and publish clearance listings including volunteer information and clearance expiration dates, if required.
- To act as mediator for any issues with that facility, including clearance issues, if required.

H & I Member

Requirements

- A minimum of one year of continuous sobriety.
- A minimum of three consecutive months in the Orange County H & I Committee.
- Must attend one orientation meeting.
- Must participate in one of the orientation panels offered at the monthly committee meeting.

Term of Office

- There is no time limit to the membership of an H & I volunteer except as noted below.

Duties and Responsibilities

- To remain active, must attend at least one business meeting of either the Hospitals or Institutions Committee in a three-month period.

Orange County Intergroup Representative, and North Orange County Intergroup Representative

Requirements

- A minimum of one year of continuous sobriety.

Term of Office

Volunteer or appointed by the Director. Term of office runs until the appointed member resigns or loses their membership in the Orange County H & I Committee.

Duties and Responsibilities

- Must attend the monthly Intergroup meeting and give H & I status reports to that group as supplied by the Director of H & I.
- Must be prepared to give a report of Intergroup activities at both monthly business meetings, or to the Director, prior to the monthly business meetings

H & I General Service Representative (GSR)

Each Orange H & I GSR is a voting member of the Area Assembly and Area Service Committee (ASC).

Requirements

- A minimum of two years of continuous sobriety.

Term of Office

Volunteer or appointed by the Director. Term of office runs until the appointed member resigns or loses their membership in the Orange County H & I Committee.

Duties and Responsibilities

- At the direction of the H & I Director, must attend the Area Service Committee and Area Assembly meetings and present the H & I group conscience at those meetings.
- Must be prepared to give a report of General Service activities at their respective monthly business meetings, or to the Director before the monthly H & I meetings, taking special care to report on those items affecting correctional and treatment facilities.
- Must attend the Monthly MSCA Area Assembly Meeting or the Monthly Area Service Committee Meeting, which ever is scheduled.

H & I Intergroup Representative

Requirements

- A minimum of one year of continuous sobriety.

Term of Office

Volunteer or appointed by the Director. Term of office runs until the appointed member resigns or loses their membership in the Orange County H & I Committee.

Duties and Responsibilities

- Report to H & I on other H & I committees' activities, problems, and solutions
- Report in the Contact-On-Release and Correspondence Programs
- Report on Department of Corrections activities as they pertain to H & I Intergroup and H & I in general
- Report on any events
- Coordinate the hosting of the H & I Intergroup meeting by OC H & I
- Share OC H & I panel information, problems and solutions with H & I Intergroup

Liaison to South Orange County H & I Committee

Requirements

- A minimum of two years continuous sobriety.
- A minimum of one year of continuous service with the Orange County H & I Committee.

Term of Office

- Volunteer or appointed by the Director. Term of office runs until the appointed member resigns or loses their membership in the Orange County H & I Committee.

Duties and Responsibilities

- When appropriate, request time from the Hospitals and Institutions Chairs to report on activities of the South Orange County H & I Committee and answer any questions that may arise.
- When appropriate, request time from the South Orange County H & I Committee Director to report on activities of the Orange County H & I Committee and answer any questions that may arise.
- Remember that the purpose of this service position is to help ensure that the Orange County H & I Committee and the South Orange County H & I Committee work in unity in our common purpose to reach the alcoholic who is confined.

General Principles of Guidelines and Structure

Physical Custody of the Guidelines

The Secretary of the Orange County H & I Committee will maintain physical custody of the Guidelines of the Orange County Hospitals and Institutions Committee. The Director of the Orange County H & I Committee will maintain a backup copy of these Guidelines. For the definition of custody, it is established that custody means electronic media and printed versions of the Guidelines.

Appointment of Ad Hoc Committees

When necessary, and with the agreement of two-thirds of the Orange County H & I Committee Board, the Director of the Orange County H & I Committee may appoint a member of Orange County H & I to chair an *ad hoc* committee, keeping in mind the general rules governing this type of committee:

- The appointed committee chair is responsible for selecting the committee members.
- The committee will exist for a specified period of time, that period of time being defined by agreement of the ad hoc committee chair and the Director of the Orange County H & I Committee.
- The purpose and scope of the committee will be well defined and the committee may not deviate from that purpose and scope, except with the agreement of the Director of the Orange County H & I Committee.
- The *ad hoc* committee will cease to exist when the final report is delivered to the Director

Parliamentary Procedure for Business Meetings and Structure of the Orange County H & I Committee

The parliamentary rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern the Orange County H & I Committee where applicable, and where these rules are not inconsistent with these bylaws, the Twelve Traditions of Alcoholics Anonymous and the Twelve Concepts for World Service of Alcoholics Anonymous, and any special rules of order the Orange County H & I Committee may adopt.

Amendment of These Guidelines

A proposed change to the Orange County H & I Committee must be delivered, in writing, to the Director of the Orange County H & I Committee, or to the Board Secretary. A vote of 2/3 or greater of the Policy Committee members present and voting is necessary to bring a proposed Guidelines change to the full Orange County H & I Committee. After the Board of the Orange County H & I Committee has voted to forward the proposed amendment, it will be given to each sub-committee chair for action in their respective sub-committees. These Guidelines may only be amended by a two-thirds majority vote of the members present and voting in both the Hospitals and the Institutions Committee meetings. The vote to amend must be held on the same day in each Committee business meeting. The date of this vote shall be announced for a period not less than two months, the vote to be taken in the third month. In keeping with the Traditions and Concepts of Alcoholics Anonymous, it is strongly suggested that committee members who attend both meetings participate in the vote to amend in only one of the business meetings.

Change Log

Change Date	Description of Change
February 2007	<p>Added Change Log</p> <p>Added Sections:</p> <ul style="list-style-type: none"> Removal from a service position Description of Liaison to Orange County Spanish-Speaking H & I Committees Description of Liaison to South Orange County H & I Committee Description of H & I Outreach Coordinator Appointment of Ad Hoc Committees Parliamentary Procedure for Business Meetings and Structure of the Committees Bylaws Amendment process Defined physical custody of the Bylaws
October 2007	Change to Coordinator and Assistant Literature Coordinator positions
October 2016	<p>Changes to the following sections:</p> <ul style="list-style-type: none"> Officers and Election Requirements General Membership Finances General Rules and Requirements All Positions Duties and Responsibilities <p>Added Positions”</p> <ul style="list-style-type: none"> Website Chair and Co-Chairperson <p>Removed Positions:</p> <ul style="list-style-type: none"> Liaison to Orange County Spanish-Speaking H & I Committees Orange County H&I Outreach Coordinator <p>Changed Panel Coordinator Position to Facility Liaison Position</p>
September 2023	Revised several Position descriptions with added detail. Added Corporate and Non-Profit guidelines under Finances section