

VALLEY WIDE HOSPITALS AND INSTITUTIONS BYLAWS

Approved 2/8/2017

Valley Wide Hospitals and Institutions (VWHI) is an entity composed of men and women in the Alcoholics Anonymous fellowship who choose to be active in service work by helping to carry the message to the confined alcoholic. Our primary function is to unify and coordinate these efforts. Our activities will always be directed by the GSO Guidelines and conform to the AA Traditions. We believe it is in the best interests of AA as a whole that we communicate and cooperate with other AA groups and/or committees in areas of mutual concern.

VWHI monthly business meetings are open for participation to all members of the fellowship; however, voting is limited to members of the body. All Group/Home Group Representatives, the Past Chair, Co-Chair, Secretary, Treasurer, Literature Chair, Awareness Day Chair, Technology Chair, Corrections Chair, Treatment Chair and all Coordinators, Intergroup Liaisons and the District 8 Corrections Chairperson shall be voting members of the body. In the absence of a Group/Home Group Representative, an alternate Group/Home Group Representative may vote. The Committee Chair may vote in the event of a tie.

CONCEPT X

Every service responsibility should be matched by an equal service authority – the scope of such authority to be always well defined whether by tradition, by resolution, by specific job description or by appropriate charters and bylaws.

ELECTIONS

- If an area of responsibility becomes vacant between scheduled elections, a special election may be held to fill the vacancy for the remaining period.
- All elections are to be held at regularly scheduled monthly business meetings and shall be decided by a simple majority of the voting members then in attendance.
- The Committee Chair, Committee Co-Chair, Treasurer, Secretary, Literature Chair, Awareness day Chair, Treatment Chair, Corrections Chair and Technology Chair will be elected at the December monthly business meeting of each odd numbered year and shall assume their responsibilities beginning at the next monthly business meeting.
- The Facility Coordinators will be elected at the December monthly business meetings of each even numbered year. Those elected or reelected will assume their responsibilities beginning at the next monthly business meeting.
- All may succeed themselves except the Committee Chair, and Treasurer, who may, however, be elected to those same areas of responsibility at a future time.
- All elected members must attend at least one business meeting per quarter or shall be replaced.

Steering Committee - the Steering Committee shall be comprised of the

- Chair
- Past Chair
- Co-Chair
- Secretary
- Treasurer
- Literature Chair
- Awareness Day Chair
- Technology Chair
- Treatment Chairperson and
- Corrections Chairperson

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The Steering Committee shall meet, at a minimum, the first Wednesday of each odd month to discuss new business and upcoming agenda items for the monthly business meeting. The Steering Committee meeting is open to all who wish to attend. The Steering Committee will be responsible for reviewing issues and making recommendations to the body as a whole. The Steering Committee shall have the authority to make determinations regarding Coordinators in emergency situations.

Committee Chair – 2-year commitment, elected in odd years

Prerequisites:

- Sobriety requirement = three or more years of continuous sobriety
- VWHI experience = one or more years

Responsibilities:

1. Coordinate all Steering Committee activities.
2. Conduct the monthly VWHI business meeting and the bi-monthly Steering Committee meeting.
3. Attend the annual Area 03 Corrections Conference.
4. Serve as Committee Past Chair at the conclusion of term as Committee Chair.

Committee Past Chair – 2-year commitment; the Committee Chair automatically becomes the Committee Past Chair at the end of his/her term. If the immediate Past Chair cannot fulfill this service obligation, the Steering Committee may explore other options and present them to the body.

Prerequisites:

- Sobriety requirement = three or more years of continuous sobriety
- VWHI experience = one or more years

Responsibilities:

1. Assist in transition of incoming Steering Committee members.
2. Advise the Steering Committee by providing information about past actions of the Steering Committee and the body as a whole.
3. Attend monthly Steering Committee meetings.
4. Attend the monthly business meeting.

Committee Co-Chair – 2-year commitment, elected in odd years

Prerequisites:

- Sobriety requirement = two or more years of continuous sobriety
- VWHI experience = two or more years

Responsibilities:

1. Assist the Committee Chair, conduct monthly business meetings in his or her absence.
2. Chair one monthly business meeting per year.
3. Make coordinator reports at monthly meeting if a coordinator is unable to attend.
4. Read tradition or concept at each monthly meeting.
5. Time reports at monthly meetings to ensure that meeting does not run over time.
6. Open the room and ensure that it is set up for the monthly meetings.
7. Attend monthly steering committee meetings, and conduct the meeting in the absence of the Committee Chair.
8. Attend the annual Area 03 Corrections Conference.

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Treasurer – 2-year commitment, elected in odd years

Prerequisites:

- Sobriety requirement = five or more years of continuous sobriety
- VWHI experience = two or more years

Responsibilities:

1. Maintain the VWHI checking account requiring two (2) signatures and showing the VWHI post office box as the address. The second signature shall be that of the Committee Chair.
2. Provide VWHI with monthly written (amended 11-1-88) financial statements listing receipts, expenditures and current balance.
3. Pay bills for rent, literature, coffee supplies, insurance, storage unit, post office box rental and electronic payment collection services in a timely manner.
4. Provide \$1000 seed money to the VWHI Awareness Day committee each spring and fall.
5. Reimburse or pay expenses for the Committee Chair, Committee Co-Chair, Treasurer and Secretary to attend the Area 03 Corrections Conference.
6. Expenditures for other items must have Steering Committee approval and must be approved by a simple majority of VWHI.

Secretary – 2-year commitment, elected same year as officers (odd years)

Prerequisites:

- Sobriety requirement = one or more years of continuous sobriety
- VWHI experience = two or more years

Responsibilities:

1. Keep accurate minutes and attendance records of monthly VWHI meetings.
2. Utilize attendance records to ensure that only qualified members vote.
3. Distribute minutes at the monthly VWHI Meetings.
4. Maintain communications with the GSO, Area, Local Committee and groups/home groups, and the fellowship as a whole.
5. Represent VWHI at the Area H&I Committee Meetings.
6. Attend the annual Area 03 Corrections Conference if Chair or Co-Chair is unable to attend.
7. Note: The Secretary shall conduct the steering committee meeting and the monthly VWHI business meeting in the event neither the Committee Chair nor the Committee Co-Chair is present.

Literature Chair – 2-year commitment, elected same year as officers (odd years)

Prerequisites:

- Sobriety requirement = one or more years of continuous sobriety
- VWHI experience = one or more years

Responsibilities:

1. Order and maintain an adequate inventory of AA approved literature and books.
2. Receive from the Facility Coordinators any changes in monthly literature requirements and distribute literature to them at the Monthly Committee Business Meetings.
3. Maintain inventory control records.
4. Deliver reports at the monthly steering committee and VWHI business meetings.

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Awareness Day Chair – 2-year commitment, elected the same year as officers (odd years)

Prerequisites:

- Sobriety requirement = one or more years
- VWHI experience = one or more years

Responsibilities:

1. Create a committee to plan and host the Semi-Annual VWHI Awareness Day.
2. Coordinate all phases of Awareness Day planning and implementation.
3. Sets up and chairs all meetings of the Awareness Day Committee, which should be held on a regular basis.
4. Deliver interim and final reports for each Awareness Day event at the monthly steering committee and VWHI business meetings.

Technology Chair – 2-year commitment, elected same year as officers (odd years)

Prerequisites:

- Sobriety requirement = two or more years of continuous sobriety
- VWHI experience = one or more years
- working knowledge of website programming and/or management

Responsibilities:

1. Adequately maintain, update and oversee activities of vwhi.org and associated email addresses
2. Attend monthly H & I meetings on 2nd Wednesday of each month – deliver written report at said meeting
3. Attend VWHI Steering Committee meeting on 1st Wednesday of each month – deliver written report at said meeting
4. Coordinate with Treasurer to pay hosting fees and domain registration fees
5. Make him or herself available to sit on any technology-related ad hoc committee
6. Appoint 2 individuals to assist in maintenance and backup of VWHI laptop

Corrections Chairperson - 2-year commitment, elected same year as officers (odd years)

Prerequisites:

- Sobriety requirement = 5 years
- Working knowledge of the steps and traditions of AA and correctional agency rules and regulations
- Must be badged
- Must have served as a coordinator for a full term (2 years)
- Must have served as a lead volunteer/meeting facilitator for at least 2 years

Responsibilities:

1. Act as liaison between all complex coordinators and personnel at each correctional facility.
2. Establish and maintain relationships with standing committees on the intergroup, district 08, and area 03 levels.
3. Attend monthly H & I meetings on 2nd Wednesday of each month
4. Attend VWHI Steering Committee meeting on 1st Wednesday of each month
5. Attend annual Area 03 corrections conference
6. Offer workshops/training new and potential coordinators in the following areas:
 - Record keeping
 - Volunteer management
 - Working with corrections personnel
 - Special events

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Treatment Chairperson - 2-year commitment, elected same year as officers (odd years)

Prerequisites:

- Sobriety requirement = 5 years
- Working knowledge of the steps and traditions of AA and correctional agency rules and regulations
- Must be badged
- Must have served as a coordinator for a full term (2 years)
- Must have served as a lead volunteer/meeting facilitator for at least 2 years

Responsibilities:

1. Act as liaison between all complex coordinators and personnel at each correctional facility.
2. Establish and maintain relationships with standing committees on the intergroup, district 08, and area 03 levels.
3. Attend monthly H & I meetings on 2nd Wednesday of each month
4. Attend VWHI Steering Committee meeting on 1st Wednesday of each month
5. Attend annual Area 03 corrections conference
6. Offer workshops/training new and potential coordinators in the following areas:
 - Record keeping
 - Volunteer management
 - Working with corrections personnel
 - Special events

Coordinator - 2-year commitment, elected on even years

Prerequisites:

1. Sobriety requirement = two or more years of continuous sobriety
2. VWHI experience = one or more years

Responsibilities:

1. Be familiar with the facility regulations and insure they are followed at all meetings.
2. Have a Facilitator at all meetings.
3. Coordinate literature needs with Meeting Facilitators, place literature orders, pick up literature at the monthly H & I meetings and make sure it is distributed to the Meeting Facilitators.
4. Insure that all meetings observe the AA Traditions.
5. Have a working knowledge of the VWHI Bylaws

Meeting Facilitator - Shall have the amount of sobriety required for each specific facility's guidelines.

Responsibilities:

1. Make sure the meeting is held regularly.
2. Adhere to the AA Traditions and Facility Regulations.
3. Communicate the literature needs to the coordinator.
4. Appoint a Co-Facilitator, with the amount of sobriety required per the facilities guidelines to assist.

Group Representative

Chosen by each group by a method of their choosing. Responsibility of the Group Representative is also determined by each group as are term of office and eligibility requirements.

Group Representative shall serve as a communication link between the groups and VWHI.

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1. Group Representative shall have a voice and a vote at all VWHI monthly business meetings.
2. Invited and encouraged to attend Awareness Day events.
3. The Group Representative will be asked, at times, to report to the committee the group's conscience on various matters.

Intergroup Liaison – SRI, EVI, Spanish District Intergroup and Aqua Fria Intergroup

Chosen by SRI, EVI, Spanish District Intergroup and Aqua Fria Intergroup by a method of their choosing. Responsibility of the Intergroup Liaison is also determined by each Intergroup as are term of office and eligibility requirements.

Intergroup Liaisons shall serve as a communication link between the Intergroups and VWHI.

1. Intergroup Liaisons shall have a voice and a vote at all VWHI monthly business meetings.
2. Invited and encouraged to submit written reports of Intergroup activities for inclusion in the minutes of VWHI.
3. Invited and encouraged to attend Awareness Day events.

District 8 Corrections Chairperson

Chosen by District 8 by a method of its choosing. Responsibility of the District 8 Corrections Chairperson is also determined by District 8 as are term of office and eligibility requirements.

The District 8 Corrections Chairperson shall serve as a communication link between the District 8 and VWHI.

1. the District 8 Corrections Chairperson shall have a voice and a vote at all VWHI monthly business meetings.
2. Invited and encouraged to submit written reports of District 8 activities for inclusion in the minutes of VWHI.
3. Invited and encouraged to attend Awareness Day events.

AA NEWSLETTERS

Only the Committee Chair may place items in the local newsletters. Such items must not be statements of policy or commit the body to a course of action unless approved by a vote of the full body.

FUND RAISERS

VWHI may, when it is deemed necessary and prudent, hold fund-raising events. The proceeds of such events will be used to purchase literature and books to be distributed solely to the confined alcoholic.

ROBERTS RULES OF ORDER

It is recommended that VWHI implement the usage of Roberts Rules of Order (abbreviated) for conducting Steering Committee and monthly VWHI business meetings.

GROUP INVENTORY

It is recommended that the Steering Committee conduct a group inventory at the end of their first year into rotation.

BYLAWS

It is recommended that the Bylaws receive a review every 2 years by a specially appointed Ad Hoc Committee. Changes to the Bylaws require substantial unanimity (2/3 vote) in order to be implemented.

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