

**The CMA
Hospitals and Institutions
sub-committee
guidelines**

10/18/2008



These Hospitals and Institutions Committee guidelines are suggested as an outline to form your local Hospitals and Institutions Committee. These are suggested by CMA World Services Hospitals and Institutions.

Purpose:

The primary purpose of this Hospitals and Institutions Committee is to carry the CMA message of recovery to individuals who are confined, restricted or otherwise unable to attend a 12 step meeting. It is the purpose of this Committee to ensure that this is done while adhering to the rules and regulations of the individual facilities.

The secondary purpose is to serve and unify the meetings of CMA Hospitals and Institutions.

To achieve these purposes, Hospitals and Institutions hereby establish a service committee (hereinafter the "Committee"). The Committee will do this by:

- Providing CMA World approved literature to the facilities and meeting participants
- Providing a means of celebrating various lengths of recovery to those attending meetings.
- Acting in part to carry the message of recovery as determined by the group as a whole

The Twelve Traditions

The Twelve Traditions of Crystal Meth Anonymous shall be incorporated and be part of these guidelines.

1. Our common welfare should come first; personal recovery depends on CMA unity.
2. For our group purpose there is but one ultimate authority –a loving God as He may express Himself in our group conscious. Our leaders are but trusted servants; they do not govern.
3. The only requirement for membership is the desire to stop using.
4. Each group shall be autonomous, except in matters affecting other groups or CMA as a whole.
5. Each Group has but one primary purpose – to carry the message to the addict who still suffers.
6. A CMA group ought never endorse, finance or lend the CMA name to any related facility or outside enterprise, lest problems of money, property, or prestige divert us from our primary purpose
7. Every CMA group ought to be fully self-supporting, declining outside contributions.
8. CMA should remain forever nonprofessional, but our service centers may employ special workers.
9. CMA, as such, ought never be organized but we may create service boards or committees directly responsible to those they serve.
10. CMA has no opinion on outside issues; hence, the CMA name ought never be brought into public controversy.
11. Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio, and films.
12. Anonymity is the spiritual foundation of all our traditions, ever reminding us to place principals before personalities.

Committee Officer Requirements:

In the spirit of rotation each officer will hold a 1 year term unless otherwise specified by your Regional / Area / District bylaws.

Chairperson:

The chairperson of your Hospitals and Institutions Committee shall be voted in by your Regional / Area / District committee and holds that position at that level. It is suggested the chairperson have 1-year sobriety, and be working a 12 Step program of recovery with a sponsor.

- Report to your Regional / Area / District Committee on Hospitals and Institutions events, news, and represent the Hospitals and Institutions vote at such committee meetings.
- Conduct Committee meetings.
- Enforce these guidelines.
- Hold deciding vote at CMA Hospitals and Institutions Committee meetings in the event of a tie.

Co Chair:

It is suggested that the Co Chair have 1 year of sobriety, and be working a 12 Step program of recovery with a sponsor.

- Assume the responsibilities of the Hospitals and Institutions Chairperson in the absence or loss of sobriety or removal of the Chairperson.
- Read the purpose of this Committee and the 12 Traditions of CMA at the Hospitals and Institutions Committee meetings.

Secretary:

It is suggested that the Secretary have 1 year of sobriety, and be working a 12 Step program of recovery with a sponsor.

- Keep an accurate record of meeting proceedings.
- Distribute minutes to its members and attendees.
- Maintain archive of Committee meeting proceedings.
- Secure meeting locations and notify members of meeting changes

Treasurer:

It is suggested that the Treasurer have 2 years of sobriety, and be working a 12 Step program of recovery with a sponsor.

- Supply adequate bookkeeping and maintain financial records of the subcommittee.
- Provide monthly financial report to Committee members.
- Sign all checks drawn upon funds of the Committee.
- Pay rent and other Committee expenses.
- Provide financial report to the Hospitals & Institutions Committee Chairperson.

Jail Liaison:

It is suggested that the Jail Liaison have 1 year of sobriety, and be working a 12 Step program of recovery with a sponsor.

- County Jail, State Prisons, Juvenile Detention Facilities, Federal Facilities
- Maintain contact with Administrative Staff of facilities.
- Have knowledge of policy and procedures of facilities.
- Work in conjunction with Chips and Literature to distribute appropriate items to the facilities and the participants of those meetings

Public Information and Outreach:

It is suggested that Public Information and Outreach have 1 year of sobriety, and be working a 12 Step program of recovery with a sponsor.

- Work with facilities to start new meetings.
- Maintain an updated list of meetings in conjunction with Chips and Literature.
- Maintain contact with facility contact persons to ensure that meetings comply with their rules and regulations; also that those meetings are being held as scheduled.

Chips and Literature:

It is suggested that Chips and Literature have 1 year of sobriety, and be working a 12 Step program of recovery with a sponsor.

- Supply CMA World approved chips and literature to Chairperson/Co-Chairperson of Hospitals and Institutions meetings.
- Maintain an adequate supply of literature and chips for Hospitals and Institutions meetings.

H & I Day:

It is suggested that the H & I Day Chair have 1 year of sobriety, and be working a 12 Step program of recovery with a sponsor.

- Plan and organize Hospitals and Institutions Day event(s) for awareness and education.
- Form subcommittee as needed for these events.
- Report to Hospitals and Institutions Committee on progress of Hospitals and Institutions Day

Entertainment and Fundraising:

No sobriety requirement, and be working a 12 Step program of recovery with a sponsor.

- Attend Events and Fundraising meetings for the Regional / Area / District committee
- Keep the Hospitals and Institutions Committee informed of upcoming events
- Work in conjunction with Events and Fundraising to ensure that they are aware of Hospitals and Institutions events.
- Work with the Hospitals and Institutions Day representative in regards to Hospitals and Institutions Day and additional awareness events.

Members of the Hospitals and Institutions Committee shall have the power to conduct, manage and control the affairs of the Hospitals and Institutions subcommittee of the Regional / Area / District committee of Crystal Meth Anonymous; to make rules and regulations consistent with these guidelines; and to make commitments necessary to carry out the objectives of the Hospitals and Institutions Committee.

The actions of the Hospitals and Institutions Committee shall be by a majority vote.

No member shall receive money for the services rendered as a member.

Meetings of the Hospitals and Institutions Committee shall be held monthly. Additional meetings may be held if deemed necessary by a majority vote of the Hospitals and Institutions Committee.

A Hospitals and Institutions officer *will be* removed from office for a loss of sobriety; they may also be removed for lack of attendance at three (3) monthly meetings during their term without a report, by the members present at that meeting with a two-thirds majority vote. If an officer will be absent from any meeting, a report may be sent in by proxy.

Hospitals and Institutions officer vacancies occurring during the year shall be filled by a majority vote of the Hospitals and Institutions Committee. Said appointee shall serve out the term of the vacated position but shall be eligible for re-election at the end of that term.

Meetings and actions of subcommittees of the Hospitals and Institutions Committee shall be overseen by, held, and made in accordance with the provisions of these guidelines concerning meetings of such subcommittees may be determined either by Hospitals and Institutions Committee resolution or, if there is none, by resolution of the subcommittee of the Hospitals and Institutions Committee.

Minutes of each meeting of any subcommittee of the Hospitals and Institutions Committee shall be kept and shall be filed with the Hospitals and Institutions Committee records. The Hospitals and Institutions Committee may adopt rules for administration of any subcommittee, provided they are consistent with these guidelines or, in the absence of the rules adapted by the Hospitals and Institutions Committee, the subcommittee may adopt such rules.

Voting:

The Hospitals and Institutions Committee will conduct business by a majority vote that reflects issues affecting the group conscience as a whole.

Anyone attending the meeting with the exception of the Hospitals and Institutions Chairperson has the voting right.

The Hospitals and Institutions Chairperson has a vote *only* in the event of a tie. .

Motions can be made by anyone other than the Hospitals and Institutions Chairperson or Co-Chairperson. Motions must be seconded.

Time of discussion of the motion must then be allotted by the Chairperson.

Voting then takes place. Majority vote wins.

Amendments and Additions:

Amendments, additions or deletions of these guidelines shall be presented to the Committee in writing. A notice of the amendments, additions or deletions that are up for adoption shall be sent to each officer of the Hospitals and Institutions Committee and will be submitted for adoption at the following Hospitals and Institutions Committee meeting.

Amendments, additions or deletions must be approved by a two-thirds vote of the Committee members attending the meeting at which the vote is taken.

ROBERTS RULES OF ORDER shall be adopted for a guide in conducting all meetings. The Hospitals and Institutions Chairperson may appoint a Parliamentarian if deemed necessary and approved by a majority vote of the members of the Hospitals and Institutions Committee attending the meeting which the vote is taken.