

MSCA 09 Corrections Committee Guidelines

ARTICLE I – PURPOSE AND SCOPE

The purpose of the MSCA 09 Corrections Committee is to coordinate information regarding Alcoholics Anonymous between the following groups: 1) inmates in Southern California Jails, 2) inmates in California State Prisons, 3) local Hospitals and Institutions (H&I) Committees throughout MSCA 09, 4) Districts within MSCA 09, 5) GSO Corrections desk in New York, 6) AA members, 7) Non-AA members and family members of inmates.

ARTICLE II – BACKGROUND

Previously called Hospitals and Institutions Committee at the Area level, the MSCA 09 Assembly voted in 2003 to dissolve the H&I Committee and established two separate committees: Treatment Facilities and Correctional Facilities.

In 2005 the General Service Conference voted to change the name of the committee from Correctional Facilities to Corrections. In a late 2005 MSCA Assembly the name of this committee was ratified to Corrections Committee to reflect the changes at the Conference level.

ARTICLE III – MEETINGS

1. Eight (8) regularly schedule meetings throughout the calendar year.
2. No meetings are schedule during the following months: April (Pre-Conference), May (Delegate Report), July (Foro), and November (Servathon)
3. The time, location and day of the regularly schedule meeting will be controlled by the will of the Assembly membership via a vote the prior year to approve the following year's calendar. Actual location will be coordinated by the host District.
4. Current time of committee meeting is 10:15 a.m. on the 2nd Sunday of the month with the above-mentioned month's dark.
5. Additional meetings will be called at the discretion of the Correction Committee Chair and will be published two weeks prior on the MSCA 09 website.

ARTICLE IV – MEMBERSHIP

1. When possible the committee will be made up of the following members: Chair, Secretary, District Representatives, local H&I representatives, local Intergroup representatives, AA group members.
2. Each District, H&I Group, and Intergroup in the MSCA is allowed one vote in committee business; however, due to the actions required of this committee a roll call

and quorum is not required to pass any and all committee actions. A simple majority of interested members in attendance will be sufficient.

3. Chair having knowledge of CDC and Jail policies is desirable.

ARTICLE V – DUTIES AND RESPONSIBILITIES

1. Corrections Correspondence Services (CCS) – Maintain a list of AA members who have volunteered to write to inmates. Send new volunteer contact information to GSO. Provide both inmates and AA members with information about this program. Maintain an Area-approved post office box for the use of CCS. Provide P. O. Box address to all H&I committees in MSCA 09 to facilitate growth of the program. Provide signup sheets to members throughout MSCA.
 - a. Pay P. O. Box rent yearly in a timely fashion so that the P. O. Box never gets closed.
 - b. Purchase stamps and stationary items needed for this program.
 - c. Maintain email and phone contact with the Corrections Desk in New York.
 - d. Respond to inmate and AA member requests in a timely fashion.
 - e. Have a list of current volunteers for this program and correct the list on a regular basis for obsolete information.
2. Pre-Release Contact – Be the contact point for GSO for inmate placement in pre-release contacts in the MSCA. Send inmate information to the local H&I Committee to which the inmate will be moving after release.
 - a. Maintain an up-to-date list of local H&I contacts.
 - b. Have open lines of communication with AA members doing this type of service in the MSCA.
3. Inmate Requests – Respond to inmate requests or forward the request to the appropriate committee for an answer.
4. General Service Office – Maintain open communications with the corrections Desk at the General Service Office (GSO). Provide help when needed. Provide information to non-AA members about what AA does and does not do.
5. Area Communications
 - a. Provide information to the MSCA 09 Delegate in regard to pending or approved Conference Agenda items.
 - b. Communicate to the MSCA Assembly correctional issues to take back to their home groups.

- c. At the yearly Pre-Conference Workshop supply a mediator to Chair the Corrections Table and provide feedback on Conference Agenda items with input from GSRs in attendance.
- d. Post website information or submit newsletter articles when needed.
- 6. Attendance at all Area events when asked.
- 7. Attend Southern California H&I Intergroup monthly meetings.

ARTICLE VI – TERM OF SERVICE

- 1. The Chair shall be elected for a two-year term of service at the January Assembly in even numbered years.
- 2. Other Committee positions will be on a volunteer basis with approval of the committee membership.
- 3. It is suggested that the Chair or Co-Chair have some experience or “first-hand” knowledge involving corrections work.

ARTICLE VII – FUNDING

- 1. Prepare a budget request for the Area Finance Committee by September of the preceding year.
- 2. Prior to the budget approval vote the Chair needs to be available to answer questions in regard to the proposed budget.
- 3. Historical budget and expense information is maintained by the Area Finance Committee.
- 4. If at any point during the calendar year the Committee runs low on funds the Chair will be required to contact the Area Treasurer for additional funding. If the scope of funding requires it, this Committee Chair will be required to make a proposal to the Assembly for additional funds. Such proposal needs to be written and presented to the ASC to receive approval to be placed before the Assembly membership.
- 5. In keeping with AA’s Seventh Tradition, it is suggested that all Corrections Committee officer expenses be the responsibility of the MSCA which it serves.

ARTICLE VIII – TOOLS

- 1. In maintaining the “singleness of purpose”, which is our problems with alcohol, the following have been recommended to use to guide the Committees and its work:
 - a. Twelve Concepts for World Service
 - b. Corrections Committee Workbook and kit

- c. Approved AA Literature
- d. Twelve Traditions of AA
- e. AA Service Manual
- f. MSCA 09 Guidelines
- g. MSCA 09 Corrections Guidelines

ARTICLE IX – RESPONSIBILITIES

The Corrections Committee is directly responsible to MSCA 09, its members and officers. The Corrections Committee is also responsible to those that contact it for help and information and the corrections agencies that rely on it for assistance.

ARTICLE X – HISTORY AND CHANGES

The ratification of approved amended guidelines will require a vote of the full MSCA 09 Assembly. Prior to placement for an Assembly vote the ASC must vote to place the request on the Assembly floor. A two-thirds vote in the Committee will be required. At the Area Assembly a simple majority of fifty percent (50%) plus one (+1) will be required to amend these Guidelines.

1. Original Guidelines approved by the MSCA Assembly 9/12/04.
2. Amended Guidelines approved by the MSCA Assembly 9/9/07.