

# AMERICAN RIVER AREA OF NARCOTICS ANONYMOUS HOSPITALS & INSTITUTIONS SUBCOMMITTEE GUIDELINES

## BOUNDARIES:

THIS SUBCOMMITTEE OF THE AMERICAN RIVER AREA SHALL ADOPT THE BOUNDARIES AND CONFORM TO THE BOUNDARIES OF THE AMERICAN RIVER AREA.

## PURPOSE:

Act as a resource to groups and individual members in their efforts to carry the message of Narcotics Anonymous into institutions such as jails, prisons, hospitals, detox centers, and recovery houses as outlined in the Hospitals & Institutions Handbook from World Service Office (WSO). Its primary purpose is to provide and maintain H&I meetings where needed and accepted, and to fulfill literature requirements in accordance with inventory available.

## HOSPITALS & INSTITUTIONS:

These are defined as facilities that either incarcerate persons who may be addicts or that have a goal of helping addicts to live clean as responsible and productive members of society. H&I does not assume any responsibility for any meeting in a facility when that meeting is conducted by anyone other than the H&I subcommittee.

## FUNCTIONS:

The function of an H&I meeting is to carry the message to addicts in hospitals and institutions who do not have full access to regular N.A. meetings. H&I meetings, except those in long-term facilities, are intended simply to introduce some of the basics of the N.A. Program to those attending.

## LITERATURE:

H&I may take only Narcotics Anonymous-approved literature, tapes approved for sale by the WSO, *Reaching Out*, and the *N.A. WAY* magazine into a facility. Literature or any of these other items will be distributed by the literature coordinator as set forth under that job description. Meeting schedules may be taken into some facilities. However, only Conference-approved literature should be used in meetings.

## BUSINESS MEETING:

Business meetings shall be held not less than once a month at a time and place designated by the membership. No business meeting shall last more than two hours, except by vote to extend this time limit by the members present.

## MEMBERSHIP:

Any member of Narcotics Anonymous may become a facility volunteer of H&I. All facility volunteers are bound to comply with the clean time requirements of three (3) months for H&I service eligibility. Clean time, for the purpose of the Subcommittee, shall be construed as complete abstinence from all drugs.

## VOTING:

Voting participants on all normal business matters will be comprised of Meeting Coordinators, Elected Officers, Group Representatives and Fellowship members who have met voting criteria. Any member having attended two (2) consecutive business meetings is eligible to vote at a business meeting. Any member having failed to attend two (2) consecutive business meetings will be ineligible to vote and must re-qualify.

#### VOTING PROCEDURES:

1. A quorum of the body shall be a simple majority of its own voting participants.
2. A simple majority vote will suffice in all matters, except in matters that affect our guidelines, wherein a 2/3rds majority vote is required.
3. Motions can only be made by voting participants of this body.
4. The chairperson cannot discuss the merits of the motion nor enter the debate without first appointing a temporary chairperson and vacating the chair. (After the vote on the motion the original chair can resume the place of the chair).
5. An officer can be removed from office by a 2/3rds majority vote.
6. Abstention votes do not count as a vote, but will still be called for and counted.

#### ELECTED OFFICERS:

Members of the H&I subcommittee shall be elected each year to fill the following positions:

1. Chairperson (by the ASC)
2. Vice-Chairperson (by the ASC )
3. Recording Secretary
4. Treasurer
5. Literature Coordinator
6. Regional Representative

In all cases the term is to be for one year from the time of election into office. All candidates for elected office must meet the qualifications stipulated in these guidelines. An officer may resign at any time. When an elected officer becomes unable to discharge the duties of that office, a successor shall be appointed by the chairperson and approved by the H&I subcommittee at the next business meeting. If any elected officer is not in attendance at their third (3) consecutive business meeting, a new officer shall be elected. Officers may succeed themselves by re-election only one time.

#### ADMINISTRATIVE COMMITTEE:

The administrative committee consists of all elected H&I officers. It is the responsibility of this committee to oversee the operation of H&I. This committee shall meet as may be necessary. The time and place shall be at the discretion of the administrative committee. However, any member of H&I may request that the chairperson call a special meeting of the committee.

#### RESPONSIBILITIES, REQUIREMENTS, AND DUTIES:

The responsibilities of each active member of the Narcotics Anonymous H&I Sub-committee are set forth as follows:

#### CHAIRPERSON:

- a. Coordinates all N.A. H&I activities.
- b. Presides at all regular, special, and general subcommittee meetings.
- c. Handles all public relations' contacts involving policy matters and/or interpretations at the public level that pertain to H&I, including the coordination of presentations when needed.
- d. Makes regular reports to the H&I subcommittee on the current status of all projects.
- e. May visit any meeting at any facility\* for the purpose of offering assistance to meeting volunteers. (\*With facility approval)
- f. Represents Narcotics Anonymous H&I, or appoints a committee member, to attend and provide all necessary reports at regular meetings of the ASC, Budget and Admin. Committees.
- g. Requires two (2) years continuous clean time.

- h. Arranges the business meeting agenda.
- i. Presides over regular meetings and ensures that the 12 Traditions of N.A. are upheld.
- j. Appoints members to special committees when required.
- k. Shall have a working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts for service.

VICE-CHAIRPERSON:

- a. In the absence of the chairperson, or in the event of the inability of the chairperson to perform, or upon the resignation of the chairperson, assumes all those responsibilities normally carried out by the chairperson until the ASC has an election for that position.
- b. May visit any meeting at any facility\* for the purpose of offering assistance to meeting volunteers. (*\*With facility approval*)
- c. Attends all regular meetings of the H&I subcommittee.
- d. Requires a minimum of one (1) year continuous clean time.
- e. Coordinates, with H&I chairperson, the subcommittee activities and/or special functions.
- f. Shall have a working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts for service.
- g. In the absence of the Chairperson, represents Narcotics Anonymous H&I, or appoints a committee member, to attend and provide all necessary reports at the regular meeting of the ASC, Budget and Admin.
- h. Must be willing to assume chairperson *duties when needed*.

RECORDING SECRETARY:

- a. Keeps a complete record in the form of minutes of every regular and special subcommittee meeting.
- b. Keeps a current record of all H&I subcommittee members.
- c. Types and prepares any materials necessary for distribution to members of H&I subcommittee.
- d. Attends the regular meetings of the H&I subcommittee.
- e. Requires a minimum of one (1) year continuous clean time.
- f. Shall have a working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts for service.
- g. Minutes of H&I monthly business electronically archived.

DESIGNATED REGIONAL REPRESENTATIVE:

- a. Requires a minimum of one (1) year continuous clean time, with a minimum of three (6) months active participation within the H&I subcommittee.
- b. Serves as a liaison between and attends all H&I Area and Regional subcommittee meetings and reports back to the H&I subcommittee.
- c. Shall have a working knowledge of the 12 Steps, 12 traditions, and 12 Concepts for service.

TREASURER:

- a. Attends the monthly ASC meeting for the purpose of collecting group donations to H&I.
- b. Receives, records, and provides receipts to groups for all monthly group H & I donations.
- c. Donations are totaled; checks and deposit slip are given to ASC Treasurer.
- d. Maintains an accurate and up-to-date ledger and reconciles with ASC treasurer's ledgers on a bi-annual basis.
- e. Maintains an accurate and up-to-date record of *monthly total group H&I* donations
- f. Attends the semi-annual ASC budget meeting.

- g. Provides and distributes written monthly financial reports to all H&I subcommittee members at the regular business meeting.
- h. Attends the regular business meeting of the H&I subcommittee.
- i. Requires a minimum of one (1) year continuous clean time, with a minimum of three (6) months active participation within the H&I subcommittee.
- j. Shall have working knowledge of the 12 Steps, 12 Traditions and 12 Concepts of service.

LITERATURE COORDINATOR:

- a. Fills literature orders from the meeting coordinators according to the H&I subcommittee's accepted priority procedures.
- b. Keeps a continuing record of literature distributed to meeting coordinators.
- c. Makes a report at the regular H&I subcommittee meetings on literature distributed and of the amount and status of all literature reserves.
- d. Works with the chairperson to ensure that necessary literature is obtained from the ASC as per the H&I subcommittee budget.
- e. Audits distribution records on a monthly basis to ensure that requests for literature from meeting coordinators are prudent and do not put the subcommittee over budget.
- f. Requires a minimum of one (1) year continuous clean time, with a minimum of three months active participation with the H&I subcommittee.
- g. Shall have a working knowledge of the 12 Steps, 12 Traditions and 12 Concepts for service.

MEETING COORDINATOR:

- a. Keeps in close contact with H&I elected officers and meeting volunteers for all meetings for which he/she is the coordinator.
- b. Meets with the administrators of facilities in the interest of harmony.
- c. Makes sure that the meetings are filled with volunteers and cleared members, where appropriate, for all meetings for which he/she is the coordinator.
- d. Keeps all meeting volunteers informed of the rules of the facility and any rule changes.
- e. Makes an oral report on the status of the meeting he/she coordinates at each regular business meeting of the H&I subcommittee.
- f. Orders and distributes literature for all meetings which he/she coordinates.
- g. Attends all regular H&I subcommittee meetings or sends a non-voting representative.
- h. Maintains an up-to-date list of meeting volunteers and fills meeting volunteer positions for all meetings for which he/she is the coordinator, and gives a copy of that list to the chair.
- i. Requires a minimum of *one year* continuous clean time.
- j. Shall have a working knowledge of the 12 Steps, 12 Traditions and 12 Concepts for service.
- k. It shall be the responsibility of the meeting coordinator to ensure that all *volunteers* attending any H&I meeting fulfill the necessary requirements and that all are familiar with these guidelines and procedures.

## OTHER REQUIREMENTS:

All H&I members carrying the message through H&I must keep in mind at all time the following general rules that cover **ALL** meetings in **ALL** facilities:

1. It is unacceptable to bring any drugs or weapons onto the grounds of any facility.
2. It is unacceptable to give money to, or take money from, any residents.
3. You are not to bring gifts or money in exchange for articles from residents. You are not to accept articles from residents.
4. It is unacceptable to give to or to take from any resident, correspondence of any type.
5. Guests and visitors should be cautioned against discussing employment, lodging, transportation, etc. (either the promise of "looking for" or the securing of).
6. Obscene or vulgar talk and off-color jokes are deeply frowned upon by the H&I subcommittee, many residents, and N.A.

Always remember we are **GUESTS** of the facility and therefore **MUST** comply with their policies.

These **GUIDELINES** and **PROCEDURES** are submitted for the guidance of the H&I membership and guests so that a smooth and consistent program can be maintained for the benefit of addicts being served in hospitals and institutions. Any unusual situations that might arise should be discussed with the elected officers of H&I who, in turn, will take steps to get clarification from facility authorities. Individual **volunteers** of H&I should not attempt to discuss any problem encountered in a meeting with the personnel of the facility in question. This is the responsibility and duty of the meeting coordinator. Adherence to these guidelines will minimize confusion and misunderstanding within the H&I membership itself and with the facilities we serve.

Failure to comply with any facilities' regulations could result in the cancellation of the H&I meeting scheduled in that facility. Most regulations covering facilities are clearly defined by statutes. Violations of regulations could bring legal action against violators and put N.A. in a bad light. Remember... your actions reflect not only on yourself, but also on N.A. as a whole. More importantly, adverse performance could well deprive an addict of the help they are seeking from you and other members of N.A. H&I. ***It's important to remember, that as an H&I representative, we may be the first person in recovery the residents/inmates have ever encountered. The way we dress, the way we conduct ourselves, and the clear message of recovery that we present, can have a profound effect on the future of a person's recovery.***

**ALL OF THE FOREGOING SHOULD BE REVIEWED WITH ANY MEMBER ATTENDING ANY H&I MEETING!!!!!!!!!!!!!!!!!!!!!!**