

Southern Utah Area of Narcotics Anonymous

H&I Subcommittee

Guidelines and Procedures

Article I. Definition and Purpose

The Southern Utah Area Hospitals and Institutions Subcommittee of Narcotics Anonymous is a standing subcommittee of the Southern Utah Area Service Committee (ASC.) It is made up of volunteer members from Narcotics Anonymous groups in the area. The Hospitals and Institutions subcommittee exists to carry the NA message of recovery from addiction to residents who are restricted from full access to regular NA meetings.

Article II. Hospitals and Institutions

These are defined as facilities which either incarcerated persons who may be addicts or have a goal of helping addicts live clean as responsible and productive members of society. H&I meetings/presentations, except for those in longer-term facilities, are intended to simply introduce those attending to some of the basics of the NA program. H&I does not assume responsibility for any meeting in a facility when that meeting is conducted by anyone other than the H&I subcommittee.

Article III. Meetings (Regular, Special, Voting)

- Meetings will be held the second Friday of each month BEFORE the Area Business Meeting and at other times as deemed necessary. Meetings may be canceled or rescheduled by a majority vote of all Members present in a given meeting.
- Time of meeting shall be from 6:00 P.M. and shall not last longer than one and one half hours, except by vote to extend this time limit by the members present.
- In the month of February, the Annual Meeting shall be held in conjunction with the regular business meeting, at which time new officers will be nominated and elected with the officers taking over in March, excluding Chairperson, who is elected at the ASC Elections.
- A full and complete Annual Accounting of the financial condition of the Subcommittee shall be made to the Members.
- Special meetings may be called at any time by the Presiding Member. Also, any TWO Members may request a special meeting through the Presiding Member, in writing. In all cases, special meetings shall be limited to the stated purpose, which must be communicated in advance to all Members.
- A majority of Members shall be present at any regular, special, or Annual Meeting before the election of officers or amendments to the Subcommittee Bylaws can commence. A majority vote

of the Members present is needed to approve amendments to the Subcommittee Bylaws, or to elect officers.

- Each Member shall have one vote in all matters with the Chairperson carrying the deciding vote in a draw.
- Any Member who fails to attend TWO consecutive regular meetings without being excused by the Presiding Member from attending, or who fails to attend FOUR in any six (6) month period, will be considered for removal.
- Any Member having attended previous business meetings within the past THREE months is eligible to vote at business meetings.
- Members may invite guests to any business meeting of the subcommittee

Article IV. Literature

Only Narcotics Anonymous-approved literature, tapes approved for sale by the WSO, Reaching Out, and The NA Way Magazine may be taken into a facility by H&I. 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/presentations.

Article V. Partner Positions and Duties

Any member of Narcotics Anonymous may become a member of H&I and all members are bound to comply with the clean time requirements of six months for H&I service eligibility. Clean time for the purpose of this subcommittee shall be construed as complete abstinence from all drugs(1). In all cases, the term of office is one year. 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 named by the chairperson and approved by the H&I subcommittee at the next business meeting. Officers may succeed themselves by reelection only one time. Members shall be elected by a majority vote of the Members present, to the following positions and duties with suggested clean times stated:

- Chairperson (2 Years): a. Coordinates all NA 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. This will be done with the direct cooperation of the PI subcommittee. d. Is responsible for interchange of correspondence at the public level as well as all correspondence within NA H&I which involves policy matters. e. Makes regular reports to the H&I subcommittee on the status of all current or completed projects. f. May at any time visit any meeting/presentation at any facility for a purpose beneficial to H&I, including offering assistance to panel participants. g. Shall represent Narcotics Anonymous H&I at the regular meetings of the ASC. h. Shall attend the regional H&I subcommittee meetings.

¹ Co-Chairperson (2 Years): 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. Works closely with the chairperson. c. May at any time visit any meeting/presentation at any facility for any purpose beneficial to H&I, including offering assistance to panels. d. Attends the regular meetings of the Hospitals and Institutions subcommittee. e. Works with the panel leaders to assure that volunteers are placed as panel members. f. Act as a liaison between panel leaders and executive body. g. Shall meet with administrators of facilities in the interests of harmony. h. Shall keep all panel leaders informed of the rules of the facility and any rule changes.

¹ Use of psychiatric medication and other medically indicated drugs prescribed by a physician and taken under medical supervision is not seen as compromising a person's recovery in NA.

Secretary (1 Year): a. Keep a complete record in the form of minutes of every regular, special, and general subcommittee meeting. b. Keeps a complete and updated panel member list with the names, addresses, recovery dates, and telephone numbers of all current H&I members. c. Shall keep a continuing roster of monthly attendance at the business meetings. d. Sends notices or makes telephone calls for special meetings. e. Maintains all necessary stationary supplies and prepares correspondence as needed. f. Keeps a file of all such correspondence. g. Shall type and prepare any materials necessary for distribution to members of H&I. h. Shall attend the regular meetings of the Hospitals and Institutions subcommittee. i. Strongly suggested to have secretary experience on the group or Area level.

Literature Coordinator (1 Year): a. Shall fill literature orders from the panel leaders. b. Shall keep a continuing record of literature distributed to panel leaders. c. Shall make a report at the regular H&I subcommittee meetings on literature distributed. d. Shall work with the chairperson to ensure that necessary literature is obtained from the ASC as per the H&I subcommittee budget. e. Shall audit distribution records on an ongoing basis to ensure that requests for literature from panel leaders are prudent and do not put the subcommittee over budget. f. liberty to give any panel leader or officer any NA literature from our inventory to replenish a facility library or the panel leader's meeting stock. g. liberty to request literature at his/her discretion from our Area Literature Chair to replenish the H&I literature stock. h. shall require a signature from Panel Leaders after receiving packets (BT, JFT, SWG, IWHAW) for their meeting and an additional line for them to sign upon their return of the packet.

Panel Leader (1 Year): a. Shall conduct H&I meetings/presentations in the facility being served according to acceptable procedures. b. Shall inform the panel coordinator well in advance when unable to conduct a regularly scheduled meeting. c. Shall invite all panel members to the H&I meeting and inform them of all the rules of the facility and the procedures for conducting the meeting. d. Shall be responsible for panel members in the meeting. e. May resign by giving notice to the H&I subcommittee. f. Shall make sure that panels are filled for scheduled meetings for which he/she is the coordinator. g. May be removed from panel assignment because of

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absence without proper notice and/or not making adequate arrangements for a replacement to conduct the meeting. It shall be the responsibility of the panel leader to insure that all people attending any H&I meeting/presentation fulfill the necessary requirements and that all are familiar with these GUIDELINES and PROCEDURES.

- Panel Member (6 months): a. Shall be at least six (6) months clean. b. Shall serve for one meeting at a time. c. Shall take an active role in a meeting as a speaker or in whatever other acceptable capacity as may be requested by the panel leader. d. Shall adhere to the rules of the facility wherein he/she is, in fact, a guest. e. Shall always keep in mind that he/she may be seen as a representative of Narcotics Anonymous and should conduct himself/herself responsibly. f. May resign as a panel member by giving notice to the panel leader.

Nominations for officer positions will take place in February of each year. If absence from the Annual Meeting is unavoidable, appropriate proxies may be submitted before the Annual Meeting to elect Members to serve in officer positions.

Article VI. Steering Committee/Administration Committee

The steering committee consists of all elected officers, the immediate past chairperson and all members serving in appointed positions. It is the responsibility of this committee to oversee the operation of H&I. This committee as a whole serves within the spirit of Tradition Two. This committee shall meet as may be necessary. The time and place shall be at the discretion of the chairperson. However, any member of H&I may request that the chairperson call a special meeting of the committee.

- Appointed Positions: As necessary, individuals may be appointed by the chairperson in agreement with the Co-chairperson to positions that fulfill a particular need.

Article VII. Removal of an Officer

If an officer of the Subcommittee (Chairperson, Co-chairperson, Secretary, Literature Coordinator, Panel Leader, or Panel Member) does not fulfill duties required as described in Article III, that Partner will be notified in writing of the meeting at which removal from office will be discussed and voted upon. At that meeting, the Member may present statements to the Subcommittee in an effort to retain the position. Removal will occur if so voted by majority of the Members present at the meeting.

Relapse is grounds for automatic removal from the subcommittee

Article VIII. Annual Accounting

- Each calendar year, a full and complete account of the condition of the Subcommittee shall be made to the Members. The annual accounting shall take place at the Annual Meeting for the preceding year.
- All financial transactions shall be reviewed annually by a Subcommittee Audit Committee.

Article IX. Other Requirements

All H&I members carrying the message through H&I must keep in mind at all times the following

general rules which cover ALL meetings in ALL facilities:

- If you are taking prescribed narcotic(s), you must contact the Chairperson or Co-chairperson prior to going to the facility
- It is required that 2 or more members attend all facility meetings unless approved by the Chairperson or Co-chairperson. This approval is 1 time, 1 meeting specific
- Ex-residents of a facility must have the proper clearance from the proper authorities and meet the clean time requirements set by the facility and H&I, to enter a facility.
- It is unacceptable to bring any drugs or weapons onto the grounds of any facility.
- It is unacceptable to give money to or take money from a resident.
- You are not to bring gifts or money in exchange for articles made by residents. If they wish to give you gifts, your grateful thanks are all they are permitted to receive and is generally all they want. You are not to accept articles made by residents to be sold on the outside
- It is unacceptable to give to or to take from a resident any correspondence of any type (mail, phone numbers, letters) while visiting the facility
- Guests and visitors should be cautioned against discussing employment, lodging, etc. (either the promise of, "looking for" or the securing of.)
- Obscene or vulgar talk and off-color jokes are deeply frowned upon by the facility and by many of the residents
- *Always remember we are GUESTS of the facility and, therefore, MUST comply with their rules and regulations.*

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 institutions and hospitals. 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 the facility authorities. Individual members of H&I should not attempt to discuss any problems encountered in a meeting/presentation with the personnel of the facility in question. This is the responsibility and duty of the panel 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 facility's regulations could result in the cancellation of the H&I meeting/presentation scheduled in that facility. Most regulations covering facilities are clearly defined by statutes. Violations of regulations could bring legal action against violators and put NA in a bad light. Remember, your actions reflect not only on yourself, but on NA as a whole. More importantly, adverse performance could well deprive an addict of the help they are seeking from you and other members of NA H&I.