

SEAZNA Hospitals & Institutions Subcommittee Guidelines

Revised and submitted to ASC 2017

A. Definition

This body shall be known as the Hospitals and Institutions Subcommittee (H&I) of the Southeastern Arizona Area (SEAZNA). The Subcommittee is made up of interested NA members from Southeastern Arizona. Members of the H&I Subcommittee shall be limited to Narcotics Anonymous members. It is suggested that members have a working knowledge of The Twelve Steps, Twelve Traditions, and a willingness to serve.

B. Purpose

1. The Hospitals and Institutions Subcommittee exists to carry the NA message of recovery from addiction to residents of facilities who are restricted from full access to regular NA meetings.
2. The H&I Subcommittee is a group of men and women, members of Narcotics Anonymous, who believe the concept; **"To assure that no addict in a hospital or institution, seeking recovery, need die without having had a chance to find a better way of life. From this day forward may we provide the necessary services?"**
3. This H&I committee is a Subcommittee of the Southeastern Arizona Area Service Committee, and is directly responsible to that committee.
4. The purpose of an H&I meeting/presentation is to carry the message to addicts in hospitals and institutions who do not have full access to regular Narcotics Anonymous meetings. H&I meetings/presentations, except for those in longer-term facilities, are intended simply to introduce those attending to some of the basics of the NA program.

C. Literature

1. Only Narcotics Anonymous-approved literature, audio media 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 (or the Chairperson) 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.

D. Business Meetings

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

E. Membership

1. It is suggested that 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.

F. Voting

1. Any member having attended previous business meetings within the past year is eligible to vote at business meetings.

G. Elections

1. Election of officers shall be held once each year in (August) with the elected officers taking over in (September). This Subcommittee elects all positions except Chairperson, who is elected by the ASC.

H. Elected Officers

1. Members of H&I Subcommittee shall be elected each year to fill the following positions:
 - a) Chairperson (by ASC)
 - b) Vice Chairperson
 - c) Secretary
 - d) Literature Coordinators
 - e) Panel Coordinator(s)
 - f) Prison Coordinator
 - g) Behind the Walls Coordinator

2. 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.

I. Appointed Positions

1. As necessary, individuals may be appointed by the Chairperson in agreement with the Vice Chairperson to positions that fulfill a particular need.

J. Steering Committee/Administration Committee

1. The steering committee consists of all elected officers, the immediate and all past Chairpersons, and all members serving in appointed positions.
2. 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.
3. 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.

K. H&I Panels

1. The purpose of an H&I meeting/presentation is to carry the NA message of recovery to addicts who do not have full access to regular Narcotics Anonymous meetings. This is accomplished through the operation of panels which visit facilities on a regular basis. These panels are usually made up of a Panel Leader and several Panel Members.

L. Recovery Requirements

1. Any member of Narcotics Anonymous who is registered with H&I, and who wishes to participate in a meeting/presentation in an institution, must have sufficient clean time to qualify under the requirements of the Subcommittee and the facility in which the

meeting is conducted. Relapse is grounds for automatic removal from the Subcommittee.

2. The following recovery requirements are strongly recommended:

<u>Chairperson</u>	2 years clean & 6 months activity in H&I service
<u>Vice Chairperson</u>	1 year clean & 6 months activity in H&I service
<u>Secretary</u>	1 year clean & 6 months activity in H&I service
<u>Appointed Position</u>	1 year clean & 6 months activity in H&I service
<u>Literature Coordinator</u>	1 year clean & 6 months activity in H&I service
<u>Panel Coordinator</u>	1 year clean & 6 months activity in H&I service
<u>Panel Leader</u>	1 year clean & participation in H&I service
<u>Panel Member</u>	6 months clean & willingness to serve
<u>Behind the Walls Coordinator</u>	2 years clean w/ 6 months activity in H&I service

All elected officers, those serving in appointed positions and Panel Coordinators shall attend the regular monthly business meetings of Narcotics Anonymous H&I.

3. For a Panel Leader, two (2) missed meetings in succession without notification to the Panel Coordinator shall result in removal from the duty of leading the panel. Any member dropped from assignment may be reinstated by vote of the H&I Subcommittee.
4. In the instance of elected officers and those serving in appointed positions, three (3) consecutive months without notification, will be considered resignation.
5. In the event of resignation of the Chairperson, the Vice chair shall automatically assume the position of the Chair until the ASC elects a new Chairperson.

6. In the event of resignation by the Vice Chairperson or the Secretary, the position shall be held open for a period of one month, followed by nominations to fill the positions.

M. Duties & Responsibilities

The responsibilities of each active member of Narcotics Anonymous H&I are set forth below:

1. Chairperson

- a) Coordinates all NA H&I activities.
- b) Presides at 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.
(NOTE: This will be done with the direct cooperation of the PR Subcommittee.)
- d) 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.
- i) Bring before the Subcommittee matters that should be acted upon by the Subcommittee.
- j) Carrying out policies for the Subcommittee.
- k) In absence of Literature Coordinator, insure that all Panel Leaders have adequate literature for the meetings by acting as Literature Coordinator.

2. Vice Chairperson

- a) In the absence of the Chair, or in the event of the inability of the Chairperson to perform, or upon the resignation of the

Chairperson, assumes all those responsibilities annually 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) In the absence of a Panel Coordinator(s), helps coordinate H&I meetings and presentations in those facilities by acting as a Panel Coordinator.
- g) Will be responsible for completing an orientation of H&I Guidelines and Do's and Don'ts with new H&I members and conduct a bi annual review for all H&I members .

3. Secretary

- a) Keeps 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, 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. (copying, distributing minutes and keeping copies of the H&I Subcommittee Guidelines).
- h) Shall attend the regular meetings of the Hospitals and Institutions Subcommittee.
- i) Updating the H&I meeting coverage list with Subcommittee members' phone numbers and facility phone numbers.

4. Literature Coordinator

- a) Shall fill all 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 the budget Panel Coordinator.

5. Panel Coordinator

- a) Shall keep in close contact and work with H&I elected officers and the Panel Leaders for the meetings/presentations for which he/she is the coordinator.
- b) Shall meet with administrators of facilities in the interest of harmony.
- c) Shall make sure that panels are filled for scheduled meetings for which he/she is the coordinator.
- d) Shall keep all Panel Leaders informed of the rules of the facility and any role changes.
- e) Acting as a liaison for the facility and the H&I Panel Leaders.
- f) Communicating regularly with the Chairperson and Vice Chairperson by discussing any problems with the meetings/presentations for which he/she is the coordinator.
- g) Giving a verbal or written report on the facility to the H&I Subcommittee.
- h) Obtaining supplies for the meeting (i.e. literature, *Reaching Out*, Intro to H&I etc.).

6. Panel Leader

- 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 roles 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) May be removed from panel assignment because of absence without proper notice and/or not making adequate arrangements for a replacement to conduct the meeting.
- g) Be familiar with the H&I meeting/presentation format.
- h) Be familiar with H&I Subcommittee Guidelines.
- i) Be familiar with the facilities rules.
- j) Be able to share a clear message of recovery in Narcotics Anonymous.

7. Panel Member

- a) Be familiar with the H&I meeting/presentation format.
- b) Be familiar with H&I Subcommittee Guidelines.
- c) Be familiar with the facilities rules.
- d) Be able to share a clear message of recovery in Narcotics Anonymous.
- e) He/she shall be qualified and assigned by the H&I Panel Leaders, and cleared by the facilities whenever necessary.
- f) 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.
- g) Shall adhere to the rules of the facility wherein he/she is, in fact, a guest.
- h) Shall always keep in mind that he/she may be seen as a representative of Narcotics Anonymous and should conduct himself/herself responsibly.
- i) May resign as a Panel Member by giving notice to the Panel Leader or the H&I Subcommittee.

8. Prison Coordinator

- a) Attends monthly H&I Sub-Committee meetings.
- b) Maintains communications with all panel coordinators of meetings at each institution and coordinates NA literature with them.

- c) Provides panel coordinator and member training related to the rules and regulations of the particular institution (if necessary).
- d) Is responsible for institution clearances.
- e) Attends institution meetings upon request.
- f) Maintains a list of members cleared for each facility.
- g) Communicate any problems in your duties to H&I subcommittee.
- h) Maintains ongoing relationship with all Correctional facilities.

9. Sponsorship Behind the Walls Coordinator

- a) Attends monthly H&I Sub-Committee meetings.
- b) Coordinate all correspondence to and from the inmates and the volunteers writing to them. This includes:
 - Assigning inmate to an approved BTW sponsor when qualified for program and notifying an inmate in the case that they don't qualify.
 - Checking the PO BOX timely a minimum of every other week.
 - Logging all incoming and outgoing mail
 - Getting letters to sponsor either via hand deliver or via mail
 - Making sure that sponsors are responding in timely matter as in accordance with BTW guidelines.
- c) Actively seek out new members of NA to volunteer their services/ time for sponsorship through the mail and continuously seeking ways to further this program growth by spreading the word inside the walls that this program is available.
- d) Maintains list of all active sponsors and sponsees.

NOTE: IN ORDER TO QUALIFY FOR POSITION OF PANEL LEADER, PANEL COORDINATOR OR ANY OTHER ELECTED POSITION, H&I MEMBERS SHALL COME TO THE H&I SUBCOMMITTEE MEETING AND INFORM THE SUBCOMMITTEE OF THEIR DESIRE TO SERVE.

N. Other Requirements

1. Ex-residents of a correctional institution 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 correctional facility.
2. 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 well in advance.
3. Any NA member who is involved with a facility on a professional or volunteer basis should not participate in the panels serving addicts in that facility; such members may participate on panels going into other facilities.
4. H&I meetings/presentations should have at least two members of the H&I Subcommittee present at any H&I facility meeting/presentation.
5. Any NA member who has a personal relationship with a client/inmate or employee/staff member who may compromise the integrity of Narcotics Anonymous or the facility should not participate in H&I meetings/presentations at that facility under any capacity of the H&I Subcommittee.
6. 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:
 - a) It is unacceptable to bring any drugs or weapons onto the grounds of any facility.
 - b) It is unacceptable to give money to or take money from resident.
 - c) 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.
 - d) It is unacceptable to give to or take from a resident any correspondence of any type while visiting the facility.
 - e) Guest and visitors should be cautioned against discussing employment, lodging, parole, probation, or medical condition, etc. (either the promise of, "looking for" or the securing of.)

- f) Obscene or vulgar talk and off-color jokes are deeply frowned upon by the facility, and by many of the residents. Also, strongly discouraged by the H&I Subcommittee.

Always remember we are GUESTS of the facility and, therefore, MUST comply with their wishes.

O. General Information

1. H&I meetings/presentations will be held consistently and on time. It is the responsibility of the Panel Coordinator to assure that the Panel Leaders are present. If a Panel Leader is unable to attend, the Panel Coordinator or the Chairperson will call the facility, after every effort has been made to find an alternate.
2. NO Narcotics Anonymous meeting/presentation regularly conducted under the auspices of the H&I Subcommittee shall be held in any facility except when directly supervised by the H&I Subcommittee or its Panel Leader. This appointment must be acceptable to the facility being served.
3. Be reminded that the H&I Subcommittee exist to share the Narcotics Anonymous message - our experience, strength, and hope. H&I speakers (Panel Members) should try to get residents involved with the meeting/presentation through reading materials as well as through directly sharing.
4. H&I provides education and guidance to the Fellowship at large. Topics will be related to meeting H&I structure and guidelines. These may include roles of trusted servants at the meeting level, and the importance of the group conscience and adhering to the Twelve Traditions.
5. The Chairperson provides a budget in September for the coming year to be approved by the Southeastern Arizona Area Service Committee at the following meeting.
6. All motions must be voted on by the H&I Subcommittee with a 2/3 vote to pass.

P. Annual Learning Day

1. Flyers, themes, artwork and logos shall be selected by the H&I subcommittee in coordination with the Area Public Relations committee.

2. Flyers shall be distributed two months prior to the event at the Area Service meeting.

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 time, 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 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.

Any H&I member not meeting these requirements or who refuses to abide by the rules and regulations of the facility being served shall automatically be relieved of all H&I Subcommittee activities.

*ALL THE FOREGOING IS
ADOPTED FROM
THE WSO H&I HANDBOOK
SAMPLE P. 85, AND
REVISED FOR SEAASC.*