



Hospitals and Institutions Subcommittee

of the

Kings / Tulare Area Service Committee

Of

Narcotics Anonymous

Guidelines and Procedures

(Approved Spring 2009)

ARTICLE I-DEFINITION

Section 1: The Kings-Tulare Area H&I Sub-Committee is a volunteer group of Members of Narcotics Anonymous, which exists for the purpose of carrying the message to addicts in hospitals, jails, prisons and related facilities. To be helpful to the residents, we are governed by the individual rules of the facility and further impose certain standards on ourselves.

Section 2: The Hospitals and Institutions Sub-Committee initiates, coordinates, and conducts all H & I meetings/presentations in the area but may use other methods, such as distributing literature and meeting lists, to make recovery more available to the addicts in these facilities.

Section 3: This committee is a Sub-Committee of the KTASC. We shall maintain effective liaison and complete accountability to that committee.

ARTICLE II-PURPOSE

The purpose of the H & I Sub-committee is to carry the message to addicts in Hospitals and Institutions who do not have full access to regular NA meetings. H & I meetings/presentations are intended simply to introduce those attending to some of the basics of the NA program.

ARTICLE III-LITERATURE

H & I may take into the facilities only NA approved literature or tapes. The Literature person set forth under the job description would distribute literature or any of these other items. Meeting schedules may be taken into some facilities. However, only conference-approved literature may be used in the meeting/presentation.

ARTICLE IV-BUSINESS MEETINGS

Business meetings shall be held not less than once monthly at a time and place designated by the Sub-Committee. No business meeting shall last longer than one hour, except by 2/3 vote to extend this time limit by one half-hour by the present voting members.

ARTICLE V-MEMBERSHIP

Section 1: Any member of Narcotics Anonymous may become a member of H & I by attending an H & I Sub-Committee meeting with the desire and willingness to serve.

Section 2: All members are bound to comply with the clean time requirements of six months for H & I service eligibility. Clean time for purpose of this Sub-Committee shall be constructed as complete abstinence from all drugs.

ARTICLE VI-VOTING

Section 1: Any active member of the H & I Sub-Committee is eligible to vote.

Section 2: An active member is defined as any Panel Leader, Panel Member and/or committee member who attends two consecutive business meetings.

ARTICLE VII-ELECTIONS

Elections of officers shall be held once a year in June with newly elected officers taking over in July. This Sub-Committee elects all officers excluding the Chairperson who is elected by the KTASC in May.

ARTICLE VIII-ELECED OFFICERS

Section 1: Members of the H & I Sub-Committee shall be elected each ear to fill the following positions: A.) Chairperson B.) Vice-Chairperson C.) Secretary D.) Literature Person.

Section 2: In all cases, the term of office is one year. All officers are elected by the majority vote of the active members of the H & I Sub-Committee, except the Chair person who is elected by the KTASC.

Section 3: During an election, in case of more than two nominations for an office, a second run-off shall be taken of the two names through a group conscience.

Section 4: All elected officers will be eligible for re-election for a second term of one year, followed by two years of ineligibility.

Section 5: In case of resignation of the Chairperson, the Vice-Chair-Person shall automatically assume the position of the Chairperson until the KTASC is able to elect a new Chairperson. The Vice-Chairperson may decline however, in which case the Area Vice-Chairperson will assume the duties of the H & I Chairperson until the Area is able to elect a new Chairperson.

Section 6: In the event of resignation by the Secretary, the position will be held open for one month or until a willing member from Narcotics Anonymous is found to serve in the position.

ARTICLE IX-REMOVALS

The H & I Sub-Committee may remove any Sub-Committee officer, except the Chairperson. Officers will be subject to automatic removal from their position due to the loss of abstinence. All Removals due to non-compliance will be determined by a 2/3-majority vote. Non-compliance includes but is not limited to:

- A. Non-fulfillment of the duties of their position.
- B. Absence at two (2) consecutive regular meetings of the Area Service Committee without prior notification to ASC Chairperson.
- C. Misuse of any KTASC property.

ARTICLE X-DUTIES OF OFFICERS

Section 1: CHAIRPERSON

Qualifications:

- A. requires 2 years clean time.
- B. Requires a minimum of 6 months active involvement in H & I work.

Duties:

- A. Prepares for the monthly Sub-Committee agenda: Brings before the Sub-Committee matters they should act upon.
- B. Presides at all regular, general, and special business meetings.
- C. Handles all public relations contacts involving policy matters and or interpretation at the public level that pertain to H & I. This will be done with the cooperation of the PI Subcommittee.
- D. Is responsible for interchange of correspondence within H & I, which involves policy matters.
- E. Represents the H & I Sub-Committee and makes a report at the monthly KTASC business meeting.
- F. makes regular reports to the H & I Sub-Committee on the status of all ongoing and completed projects.
- G. May at anytime visit any meeting/presentation at any facility for the purpose beneficial to H & I, including offering assistance to the panel participants.

Section 2: VICE-CHAIRPERSON

Qualifications:

- A. Requires 2 years clean time.
- B. Requires a minimum of 6 months involvement in active H & I work.

Duties:

- 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.
- B. Works closely with the Chairperson.
- C. Must attend regular monthly business meetings of the H & I Sub-Committee.
- D. Works closely with Panel Leaders to assure that volunteers are placed as panel members.
- E. May at anytime visit any meeting/presentation at any facility for any purpose beneficial to H & I, including offering assistance to panel participants.

Section 3: SECRETARY

Qualifications:

- A. Requires 1-year clean time.

Duties:

- A. Maintains all necessary stationary supplies and prepares correspondence as

needed.

- B. Keeps complete record in form of minutes of every regular, special, and general H & I Sub-Committee business meetings.
- C. Copies and distributes those minutes as requested.
- D. Keeps a complete and updated panel member list with names, addresses, and telephone numbers.
- E. Shall type and distribute any materials for H & I Sub-Committee members.
- F. Shall attend regular monthly business meetings of H & I.

Section 4: LITERATURE PERSON

Qualifications:

- A. Requires 1 year clean time.

Duties:

- A. Shall fill literature orders from Panel leaders.
- B. Shall keep a continuing record of literature given to Panel leaders.
- C. Shall make a report at the regular H & I monthly business meeting on literature distribution.
- D. Shall work with the Chairperson to ensure that necessary literature is obtained from the KTASC as per H & I Sub-Committee budget.
- E. Shall audit distribution records on an ongoing basis to ensure that requests for literature from Panel Leaders are prudent and do not exceed the Sub-Committee budget.
- F. Shall attend the regular monthly business meeting of H & I.

Section 5: PANEL LEADERS

Qualifications:

- A. Requires 1-year clean time.
- B. Requires 6 months active involvement in H & I.

Duties:

- A. Shall conduct H & I meeting/presentation in facility being served according to acceptable procedures.
- B. Shall inform the Chairperson well in advance when unable to conduct regularly scheduled meeting.
- C. Shall invite all panel members to the H & I meeting and inform them of the rules of the facility and the procedures for conducting the meeting.
- D. Shall be responsible for panel members in meeting.
- E. May resign by giving notice to the H & I Sub-Committee.
- F. May be removed from panel assignment because of absence without proper notice and or not making adequate arrangements for replacement to conduct the meeting/presentation.
- G. Two regular monthly business meetings missed in succession will be taken as resignation and a replacement voted in by the active members of the H & I Sub-Committee.
- H. Must attend regular monthly business meeting.

Section 6: PANEL MEMBERS

Qualifications:

- A. 6 months clean time.

Duties:

- A. Shall take an active role in a meeting/presentation as a speaker or in whatever or acceptable capacity as may be requested by the Panel leader.
- B. Shall always keep in mind that he/she may be seen as a representative of Narcotics Anonymous and should conduct himself/herself accordingly.
- C. Must carry a clear NA message of recovery.
- D. Must resign as a panel member by giving notice to the Panel Leader.

Section 7: In order to qualify for any of the above offices or appointed positions, H & I members shall come to the regular monthly business meeting and inform the Sub-Committee of their desire to serve.

ARTICLE XI-RECOVERY REQUIREMENTS

Any H & I member who wishes to participate in a meeting/presentation in a Hospital or Institution must have 6 months continuous clean time and carry a clear NA message of recovery to qualify under the requirements of the Sub-Committee and the facility in which the meeting/presentation is conducted. Relapse is automatic removal from the Sub-Committee.

ARTICLE XII-PERSONAL COMMITMENTS

H & I is an important area of service work. It affects the fellowship in either a positive or negative light. So it is important to consider our motives, qualifications, and commitments for carrying the message into facilities prior to becoming active in H & I service work. A personal commitment is a responsibility, a willingness shared through the H & I Sub-Committee by each member, and a dedication to be part of service in carrying the message of recovery to the still suffering addict. It is a privilege for us to share our experience, strength, and hope in order to be able to give back what was so freely given to us. Being consistent with our commitment, we need to consider our responsibilities.

ARTICLE XIII-PRUDENT RESERVE

The hospitals and institutions subcommittee shall have a \$250 prudent reserve. This money is to be used to further our primary purpose of carrying the message to the addict who still suffers. Specifically this money will be used to purchase Narcotics Anonymous World Services approved literature and dispensed among the varying KTASC H & I subcommittee approved institutions such as hospitals, detox centers, co-occurring centers, prisons, jails, juvenile halls, incarceration boot camps, residential treatment homes, adolescent homes, and others. This money shall be used to pay rent for the regular H & I monthly meeting. A financial report of this money shall be presented to the KTASC on a monthly basis by the H & I chairperson.