

GUIDELINES OF THE EASTERN NEBRASKA AREA
HOSPITALS AND INSTITUTIONS

SUB-COMMITTEE OF NARCOTICS ANONYMOUS

Revised April 2009

DEFINITION AND PURPOSE

The H&I Sub-Committee of Eastern Nebraska Area Service Committee is a group of men and women who carry a clear and focused message of Narcotics Anonymous to people in hospitals, jails and other institutions where addicts are not able to attend regularly scheduled meetings.

We are recovering addicts from the fellowship of Narcotics Anonymous who believe in the concept:
“TO ASSURE THAT NO ADDICT SEEKING RECOVERY NEED DIE WITHOUT HAVING HAD A CHANCE TO FIND A BETTER WAY OF LIFE. FROM THIS DAY FORWARD MAY WE BETTER PROVIDE THE NECESSARY SERVICES.”

This concept should always be our primary purpose. This concept will insure that when an addict who is housed in a correctional institution, hospital, or recovery house reaches out for recovery: Narcotics Anonymous will be there.

This Hospitals & Institutions committee is a subcommittee of Eastern Nebraska Area Service Committee and is directly responsible to that committee.

FUNCTIONS OF THE H&I SUBCOMMITTEE

1. To carry the message of Narcotics Anonymous and to disburse literature to all facilities currently being served by H&I, through our H&I panels.
2. To conduct a monthly business meeting.
3. To provide an H&I service representative at the Area and Regional levels.

STRUCTURE OF ELECTED OFFICERS

Service board officers shall consist of a chairperson, vice-chairperson, and secretary.

Any subcommittee officer or member will be terminated from the subcommittee responsibilities immediately upon relapse.

In the case of vacancy; the vice-chairperson shall automatically assume the position of chairperson until subsequent election and approval by ASC of new chairperson. If the vice-chairperson cannot or will not assume the position, the area vice chairperson will act as H&I chairperson until the subcommittee fills the position.

In the event of vacancy by the secretary the position shall remain open for a period of one month or until a willing and qualified member from the subcommittee is found to serve in the position.

QUALIFICATIONS AND DUTIES OF OFFICERS

CHAIRPERSON:

Suggested; Three (3) years clean time with six (6) months activity in H&I work. The chairperson will be elected by the subcommittee and approved by the Area Service Committee in accordance with current guidelines. Responsibilities include:

1. Bring before the general meeting of the subcommittee matters that should be discussed by them.
2. Carrying out policies and orders for the committee.
3. Appointing panel leaders for institution services.
4. Attend the area service committee meeting.
5. Attend the regional H & I subcommittee meetings.

VICECHAIRPERSON:

Suggested; Two (2) years clean time with six (6) months activity in H&I work. Responsibilities include:

1. Assume chairperson's responsibilities in the event of absence.
2. Help coordinate H&I meeting/presentations by acting as panel coordinator.
3. Insures that all contact persons have adequate literature for their meetings.
4. Act as liaison with all H & I facilities.
5. Maintain copies of all hospital, institutional, and recovery house guideline's, rules, and regulations for individual members and/or "Learning-Day" review.

SECRETARY:

Suggested requirements are; One (1) year clean time. Responsibilities include:

1. Recording minutes of all subcommittee meetings.
2. Copy and distribute current minutes to all subcommittee members.
3. Maintain records of all committee member's names, availability & phone numbers.
4. Maintain copies of meeting minutes and letters sent to facilities.

PANEL LEADER:

Suggested; One (1) year clean time with six (6) months activity in H&I work.

Responsibilities include:

1. Conducting H&I meeting/presentations in the facility being served according to acceptable procedures of H&I and facility guidelines.
2. Inviting all members to the H&I meeting; informing them of rules specific to that facility.
3. Must attend all H&I subcommittee meetings.
4. May resign by giving notice to the H&I subcommittee.
5. May be removed from panel assignment due to absence without proper notice and/or not making adequate arrangements for a replacement to conduct a scheduled H&I meeting.

PANEL MEMBER:

Suggested; Six (6) months clean time and a willingness to be of service. The member shall be qualified and assigned by a panel leader after being cleared by the facilities whenever necessary. H&I members should:

1. Take an active role in a meeting as a speaker or in whatever other acceptable capacity as may be requested by the panel leader.

2. Always keep in mind that he/she may be seen as a representative of Narcotics Anonymous and should conduct himself responsibly.
3. Attend a minimum of one H&I subcommittee meeting every three months.
4. Must attend one H&I workshop or learning day and facility orientation as appropriate.
5. May resign as a member by giving notice to the panel leader.

OTHERS REQUIRMENTS:

In order to qualify for any of the above offices; an H&I member shall come to the H&I monthly meeting and inform the subcommittee of their desire to serve. Also, a member involved in H&I must attend a minimum of one H & I workshop per year. All members must attend monthly H&I meetings as specified above.

Ex-residents of any institution must have the proper authority and meet the clean time requirements set by the facility and H&I to participate at that facility. Care should be taken not to confuse alumni responsibilities with H&I participation.

It shall be the responsibility of the panel leader to insure that all addicts attending any H&I meeting/presentation fulfill the necessary requirements and that all are familiar with these GUIDELINES and PROCEDURES.

These GUIDELINES and PROCEDURES are submitted for the guidance of the H&I subcommittee 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 obtain 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. Communication with the facility is the responsibility of the vice-chair. Adherence to these guidelines will minimize confusion and misunderstanding within the H&I committee and the facilities we serve.

Failure to comply with any facility's regulations could result in the cancellation of the H&I meeting/presentations scheduled in that facility. Most regulations covering facilities are clearly defined by statutes. Violation of regulations could bring legal action against violators and put N.A. in a bad light. Remember---your actions reflect on N.A. as a whole. More importantly; adverse performance could well deprive an addict of the miracle of the Narcotics Anonymous message.

GENERAL INFORMATION

1. Any member of the H&I Committee is automatically removed from further H&I activity upon relapse, *but* may again become eligible when he/she can conform to the requirements in these guidelines.
2. Any member not conforming to these requirements or any other requirements which might be hereafter added, or who refuses to abide by the rules and regulations of the facility being served, may be relieved of any or all H&I subcommittee assignments.
3. 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 delegated leader. This appointment must be acceptable to the facility being served.

4. Any N.A. member who is involved with a given facility on a professional or volunteer basis should not participate in the panels serving the addicts in that facility. This is intended to avoid possible conflict and/or the resulting damage to:
 - (A) An inmate or patient inside
 - (B) The working ability and privilege of the subcommittee to carry the message inside the facility.

For these reasons, no H&I member will personally interfere with or use influence in any facility. No H&I member will make any comments or promises regarding employment, parole, probation, or medical problems. We carry only the message of *NARCOTICS ANONYMOUS: recovery from active addiction through our spiritual program*. Of course these members may participate on panels going to other facilities.
5. Length of time clean required by each facility is to be rigidly upheld by all H&I panel leaders.
6. No one may participate in a panel as a member without first having attended an H&I leaning day. Anyone not meeting the clean time requirements of H&I may not enter a facility under H&I auspices for any reason.
7. Narcotics Anonymous life stories and/or principles of N.A. general information are to be the main topic of any Narcotics Anonymous meeting conducted within all facilities served by this subcommittee. All speakers and panel leaders must strictly comply with this regulation, confining their talks SOLELY TO NARCOTICS ANONYMOUS.
8. Excessive use of profanity or the use of vulgar stories in your sharing is strictly prohibited by the authorities of all facilities, and strongly discouraged by the H&I subcommittee. All speakers and panel leaders must strictly comply with this regulation.
9. Any member of the H&I subcommittee on parole/probation will only be allowed to participate in or attend H&I meetings in any facility being served by the subcommittee only with the express clearance of the authorities of the facility and possibly the approval of their judicial officer, if applicable.
10. Panel leaders shall be responsible for the conduct of any speaker taken into any institution. Speakers should be instructed in advance regarding the regulations of the institution being served.
11. Failure to comply with the facility and/or H&I regulations shall be sufficient grounds for review of their suitability as a member of H&I.
12. It is suggested that all H&I members have a working knowledge of the Steps and Traditions of Narcotics Anonymous. They should also have a sponsor and attend N.A. meetings on a regular basis. (defined as an average minimum of one meeting weekly)
13. Amendment of the H&I committee guidelines shall require a 2/3 vote of the subcommittee's members.

Finally, since the purpose of the H&I committee and its individual panels is to share the experience, strength, and hope of the Narcotics Anonymous message, it is hoped that the panel leader tries to get residents involved with the meeting through reading materials as well as sharing personal experience strength and hope.

Voting Members:

Voting members of the subcommittee will be any member attending two consecutive subcommittee meetings. After missing two consecutive unexcused meetings, a member will lose his/her vote until two consecutive meetings have been attended.

The chairperson will only vote in case of a tie. The chairperson's vote should be written down before the vote is taken and then shown if it is a tie.

Motions:

The chairperson accepts motions from the floor. When the motion is seconded, the floor will be open for discussion, and the chair will call for a vote. The chairperson may call to order or, take the floor from anyone who has had it for an unreasonable length of time. Only voting members can make and second a motion.

Finance:

All money for literature and rent will be paid by the A.S.C. treasury. The monthly budget for H&I is \$125 for literature, \$10 for rent. A learning day will be facilitated twice per year and the allotment for that function is \$75. If any other money is needed the committee submits a financial amendment request.