**NEW ORLEANS AREA SERVICE COMMITTEE**

**OF**

**NARCOTICS ANONYMOUS**

**HOSPITALS AND INSTITUTIONS SUBCOMMITTEE (H&I)**

**GUIDELINES**

**Updated July 2023**

H&I SUBCOMMITTEE

GUIDELINES AND PROCEDURES

1. **Definition**

The New Orleans Area Service Committee (ASC). It is made up of volunteer members from Narcotics Anonymous groups in the area.

1. **Purpose**

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.

1. **Hospitals and Institutions**

These are defined as facilities which either incarcerate persons who may be addicts or have a goal of helping addicts to live clean as responsible and productive members of society.

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.

1. **Purpose**

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.

1. **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 o 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.

1. **Criteria for establishing New Meetings/Presentations**

These guidelines are to qualify our priorities when circumstances cause us to re-examine our existing H&I subcommittee list. Any time a motion is made to start a new meeting/presentation or terminate an existing one, these guidelines will be read to the subcommittee before further discussion.

1. **Business Meetings**

Business meetings shall be held no less than once monthly at a time and place designed by the membership. No business meeting shall last more than one- and one-half hours, except by vote to extend this time limit by the members present.

**Scheduled: Every 3rd Saturday of the Month**

**Time: 12:30 pm – 1:30 pm**

**Place: 3101 Erato Street, New Orleans, La, 70125**

1. **Committee Meeting Format**
2. Open with a moment of silence followed by the Serenity Prayer.
3. Read the purpose of the H&I Committee.
4. Read the Twelve Traditions of Narcotics Anonymous.
5. Secretary’s report.
6. Chairperson’s report.
7. Literature coordinator’s report
8. Panel coordinator’s report
9. Orientation coordinator’s report
10. Meetings/presentations’ report
11. Elections (Chair must read requirements & duties prior to nominations).
12. Old Business
13. New Business
14. All motions should be submitted to the chair in writing.
15. Anyone may second motion
16. After a motion is made and seconded, every effort should be made by the chairperson to make sure that discussions remain relevant to the motion being discussed.
17. Open discussion (if time permits). If there is time remaining between the closing of business and the end of the meeting, a discussion may be held on miscellaneous topics.
18. Close with the Serenity Prayer
19. **Orientation Meetings**

Orientation will be held for Narcotics Anonymous fellowship members who state their willingness to join the H&I subcommittee and who wish to be assigned to a panel for any facility the H&I subcommittee serves in the area.

H&I subcommittee members exceeding a year since last orientation will be encouraged to re-orientate annually to continue H&I panel assignments.

Past H&I subcommittee members who have been orientated within the past year and are exceeding orientation will be contacted and encouraged to re-orientate and re-commit to H&I GUIDELINES and PROCEDURES as stated in the H&I subcommittee guidelines.

1. **Membership**

Any member of Narcotics Anonymous may become a member of H&I by filling out an information sheet and filing this with the H&I vice chairperson or secretary.

All members are bound to comply with the clean time requirements of three (3) months for H&I service eligibility. Clean time for the purpose of this subcommittee shall be construed as complete abstinence from all drugs.

1. **Voting**

Any member who has attended 2 out of the last 3 business meetings and completed orientation within the past year are eligible to vote at business meetings for the H&I subcommittee.

1. **Elections**

Election of officers shall be held once each year in July with the officers elected taking over in August of each year. In the event the office becomes vacant, an ad election will be held to fill the position vacant until regular elections are held in July. A person filling a position for a partial term may be re-elected for the next full term, but under no circumstances should anyone serve more than 2 terms, including partial terms.

1. **Elected Officers**

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

1. Chairperson
2. Vice Chairperson
3. Secretary
4. Literature distributor
5. Panel coordinator
6. Orientation coordinator

In all cases, the term of office is one year and not to exceed two years including partial terms. 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 once.

1. **Appointed Positions**

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

1. **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 serve 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.

1. **H&I Panels**

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 (1) panel leader, and (2) one to three panel members.

1. **Recovery Requirements**

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.

The following recovery requirements are strongly recommended:

Elected officer of H&I 2 year

Appointed position 2 year

Literature coordinator 1 year

Orientation coordinator 1 year

Panel coordinator 1 year

Panel leader 6 months

Panel member 3 months

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

For a panel leader, three meetings missed in succession shall result in removal from the duty of leading that panel. Any member dropped from assignment may be reinstated by vote of the H&I subcommittee.

In the instance of elected officers, and those serving in appointed positions, three consecutive months absence will be considered resignation.

1. **Duties and Responsibilities/Qualifying Requirements**

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

1. **Chairperson**

**Duties and Responsibilities**

Experience in NA service at the H&I subcommittee level including:

1. Coordinates all NA H&I activities.
2. Presides at all regular, special, and general subcommittee meetings.
3. 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.
4. Is responsible for interchange for correspondence at all the public level as well as all correspondence within NA H&I which involves policy matters.
5. Makes regular reports to the H&I subcommittee on the status of all current or completed projects.
6. May at any time visit any meeting/presentation at any facility for purpose beneficial to H&I, including helping panel participants.
7. Shall represent Narcotics Anonymous H&I at the regular meetings of the ASC.
8. Shall attend the regional H&I subcommittee meetings.

**Qualifying Requirements**

Experience in NA service at the H&I level including:

1. One year experience on the H&I subcommittee.
2. Attendance at 9 out of 12 H&I subcommittee business meetings per year
3. Completion of one full term as panel leader of an H&I meeting/presentation
4. Completion of orientation within the past year
5. Two years clean time is required for a position to be filled or waived upon subcommittee approval vote.
6. An understanding of the Twelve Traditions and Concepts of NA service
7. A one-year willingness to commit to a position is required.
8. **Vice Chairperson**

**Duties and Responsibilities**

1. 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 an election for that position is held to fill partial term or if left vacant until yearly elections in July are held.
2. Works closely with the chairperson
3. May at any time visit any meeting/presentation at any facility for any purpose beneficial to H&I, including helping panels.
4. Attends the regular business meetings of the H&I subcommittee.
5. Works with the panel leaders to assure that volunteers are placed as panel members.

**Qualifying Requirements**

Experience in NA service at the H&I subcommittee level including.

1. One year experience on the H&I subcommittee.
2. Attendance at 9 out of 12 H&I subcommittee business meetings per year.
3. Completion of one full term as a panel chair of an H&I meeting/presentation
4. Two years clean time is required for a position to be filled or waived upon subcommittee approval vote.
5. An understanding of Twelve Traditions and Twelve Concepts of NA service.
6. A one-year willingness to commit to a position is required.
7. **Secretary**

**Duties and Responsibilities**

1. Keeps a complete record in the form of minutes of every regular, special, and general subcommittee meeting.
2. Keeps a complete and updated panel member list with the names, addresses, recovery dates, and telephone numbers of all current H&I members.
3. Shall keep a continuing roster of monthly attendance at the business meetings.
4. Sends notices or makes telephone calls for special meetings.
5. Maintains all necessary stationery supplies and prepares correspondence as needed.
6. Keeps a file of all such correspondence.
7. Shall type and prepare any materials necessary for distribution to members of H&I.
8. Shall attend the regular meetings of the H&I subcommittee.

**Qualifying Requirements**

Experience in NA service at the H&I subcommittee level including:

1. Six months experience on the H&I subcommittee.
2. Attendance at 4 out of 6 H&I subcommittee business meetings in a 6-month period.
3. Completion of one full term as a panel leader of an H&I meeting/presentation.
4. Completion of orientation within the past year.
5. 1-year clean time is required to fill the position or waived upon subcommittee approval vote.
6. An understanding of the Twelve Traditions and Twelve Concepts of NA service.
7. Past or present secretarial/administrative experience
8. A one-year willingness to commit to a position is required.
9. **Literature Coordinator**

**Duties and Responsibilities**

1. Shall fill literature orders from the panel leaders.
2. Shall keep a continuing record of literature distributed to panel leaders.
3. Shall make a report at the regular H&I subcommittee business meetings on literature distributed.
4. Shall work with the chairperson to ensure that necessary literature is obtained from the ASC as per the H&I subcommittee budget.
5. 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.
6. Literature budget is a **$1000.00** **Quarterly.** The budget is approximately **$333.00** that is replenished monthly for distribution of literature to facilities by RSC.
7. Literature inventory is to maintain a **$200.00** supply of literature at hand for distribution in the event of hardships in obtaining monthly literature distribution from ASC, Lonestar, or NAWS.
8. Literature lock box is to be maintained & kept current and updated with WSO approved literature for H&I, meeting list, IP’s learning day handbooks and H&I handbooks.

**Qualifying Requirements**

Experience in NA service at the H&I subcommittee level including:

1. One year experience on the H&I subcommittee
2. Attendance at 9 out of 12 H&I subcommittee business meetings per year.
3. Completion of one full term as a panel leader of an H&I meeting/presentation.
4. Completion of orientation within the past year.
5. Two years clean time is required to fill the position or waived upon subcommittee approval vote.
6. An understanding of the Twelve Traditions and Twelve Concepts of NA service.
7. A one-year willingness to commit to a position is required.
8. A willingness to travel to facilities to distribute literature to panel leaders is required.
9. **Orientation Coordinator**

**Duties and Responsibilities**

1. Shall keep in close contact with and work with H&I elected officers and the panel leaders for the meetings/presentations for which he/she is orientated members for.
2. Shall conduct orientation of all new H&I subcommittee members and annual re-certification of current H&I subcommittee members.
3. Contact NA members who are interested in H&I service work.
4. Keep an attendance record of subcommittee member oriented.
5. Update and distribute a speaker list bi-monthly of everyone oriented with the past year.
6. Submit a written and oral report to the H&I subcommittee each month of orientated members or of future orientation dates.

**Qualifying Requirements**

Experience in NA service at the H&I subcommittee level including:

1. One year experience on the H&I subcommittee.
2. Attendance at 9 out of 12 H&I subcommittee business meetings per year.
3. Completion of one full term as panel leader at an H&I meeting/presentation.
4. Completion of orientation in the past year.
5. One-year clean time is required to fill the position or waived upon subcommittee approval vote.
6. A one-year willingness to commit to a position is required.
7. A willingness to schedule and conduct orientation meetings monthly to ensure the panel member pool is current and meets each facility panel needs.
8. **Panel Coordinator**

**Duties and Responsibilities**

1. 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.
2. Shall meet with administrators of facilities in the interests of harmony.
3. Shall make sure the panels are filled for scheduled meetings for which he/she is the coordinator.
4. Shall keep all panel leaders informed of the rules of the facility and any rule changes.
5. Arrange for speaker topics, format. etc. for panel leaders and members to share at the meeting/presentation.
6. Attend the H&I subcommittee business meeting each month and submit a written and oral report to the secretary each month.
   1. In the event attendance is impossible, every effort should be made to send the written report.

**Qualifying Requirements**

Experience in NA service at the H&I subcommittee level including:

1. One-year experience on the H&I subcommittee.
2. Attendance at 9 out of 12 H&I subcommittee business meetings per year.
3. Completion of one full term as panel leader of an H&I presentation.
4. Completion of orientation within the past year
5. One-year clean time is required to fill the position or waived upon subcommittee approval vote.
6. An understanding of the Twelve Tradition and Twelve Concepts of NA service.
7. A one-year willingness to commit to a position is required.
8. A willingness to travel to facilities and coordinate needs with facilities is required to set panels.
9. **Panel Leader**

**Duties and Responsibilities**

1. Shall conduct H&I meetings/presentations in the facility being served according to acceptable procedures.
2. Shall inform the panel coordinator well in advance when unable to conduct a regularly scheduled meeting.
3. 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.
4. Shall be responsible for panel members in the meeting.
5. May resign by giving notice to the H&I subcommittee.
6. May be removed from panel assignment because of absence without proper notice and/or making adequate arrangements for replacement to conduct the meeting.
7. Arrange for speakers or panel members to share at meetings/presentations/
8. Attend the H&I subcommittee business meetings monthly and submit a written and oral report to the secretary monthly.
   1. In the event attendance is impossible, every effort should be made to send the written report.
9. Cannot miss two consecutive subcommittee meetings/presentations within a 4-month commitment period without reasonable cause and notification to the chairperson or panel coordinator in the event of an absence.
10. Notify the facility in the event the meeting/presentation cannot or will not be conducted on scheduled date and time of meeting/presentation.

**Qualifying Requirements**

Experience in NA service at the H&I subcommittee level including:

1. Completion of one full term as a panel member or chair of an H&I meeting/presentation
2. Completion of orientation within the past year.
3. A minimum of six (6) months clean time is required to fill the position or waived upon subcommittee approval vote.
4. Four (4) month willingness to commit to any particular meeting/presentation except for jails (commitment term determined by the H&I committee).
5. **Panel Member**

**Duties and Responsibilities**

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

**Qualifying Requirements**

Experience in NA service work at group level (Chairperson/Moderator) including:

1. Completion of orientation within the past year
2. A minimum of three (3) months clean time is required to join panel boards or waived upon subcommittee/panel leader approval vote.
3. Must attend a meeting/presentation a minimum of once (1) month or each time it meets until the next H&I subcommittee business meeting.
4. Must attend H&I subcommittee business meetings to state willingness to serve on the facility panel to commit to a meeting/presentation date and time.
5. Must fulfill three (3) willingness panel meeting/presentations to be voted or accepted as a panel member of willingness.
   1. Prior completion of a term as an elected H&I office shall supersede this requirement.
6. A four (4) month willingness to commit is required to any particular meeting/presentation except for jails. (Commitment term determined by the H&I subcommittee).
7. **Voluntary Resignation**

The following conditions, and any other stipulated in these guidelines are considered voluntary resignations. Whenever any of these conditions arise, the chairperson will note them in the chairperson’s report and the position will automatically be open for nominations. These requirements hold regardless of the circumstances under which they occur. If the committee feels that a person is still qualified to serve after a breach of these rules (with the exception of relapse), the person must be re-nominated and elected in a normal election subject to the guidelines for election of officers.

1. Written notice to the panel leader or secretary of resignation.
2. A personal schedule specifying reason for voluntary resignation.
3. **Involuntary Resignation**

The following conditions, and any other stipulated in these guidelines are considered involuntary resignations. Wherever any of these conditions arise, the chairperson will note them in the chairperson’s report and the position will automatically be open for nominations. These requirements hold regardless of the circumstances under which they occur. If the committee feels that a person is still qualified to serve after a breach of these rules (with exception to relapse), the person must be re-nominated and elected in a normal election subject to the guidelines for election of officers.

1. Relapse
2. Missing two (2) consecutive subcommittee business meetings
3. Missing two (2) consecutive H&I meetings/presentations as a panel leader.
4. Missing a total of 25% or more of the H&I meetings/presentations that the commitment is for in a four (4) month commitment period.
5. Violating any known institutional rules.
6. Missing a total of 25% or more of the H&I meetings/presentation during the conducting of a meeting/presentation at the facility. (Consistent late arrivals to facility on meeting/presentation commitment days).
7. **Terms of Office**

All terms of office on the H&I subcommittee, except panel leaders and members will end in July. In the event the office becomes vacant, an ad election will be held to fill the position until regular elections are held in July. A person filling a position for a partial term may be re-elected for the next full term, but under no circumstances should anyone serve more than two (2) terms, including partial terms.

1. **Other Requirements**

Ex-residents of a correctional institution or facility must have the proper clearance from the proper authorities and meet the clean time requirement set by the facility and H&I, to enter a county correctional facility.

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

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:

1. It is unacceptable to bring any drugs or weapons onto the grounds of any facility.
2. It is unacceptable to give money or take money from a resident.
3. 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.
4. It is unacceptable to give to or take from a resident any correspondence of any type while visiting the facility.
5. Guests and visitors should be cautioned against discussing employment, lodging, 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 facility and by many of the residents.

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

These GUIDELINES and PROCEDURES are submitted for the guidance of H&I membership and guests so that a smooth and consistent program can be maintained for the benefit of addicts served in institutions and hospitals. Any unusual situations that might arise should be discussed with the elected officers of the H & I subcommittee who, in turn, will take steps to get clarification from the facility in question. This is the responsibility and duty of the panel coordinator. Adherence to 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.

ALL OF THE FOREGOING SHOULD BE REVIEWED WITH ANY GUEST BEING TAKEN TO ANY H&I MEETING/PRESENTATION.

1. **General Information**

Any member of the H&I subcommittee is automatically disqualified from further H&I activity upon relapse but may again become eligible when he/she can conform to the requirements in these guidelines. Being clean for the purpose of the H&I subcommittee shall be defined as complete abstinence from all drugs.

Any member not conforming to the requirements or any other which might be added later, or who refuses to abide by the rules and regulations of the facility being served, shall automatically be relieved of any H&I subcommittee assignments.

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.

Any NA member who is involved with a given facility on a professional or voluntary basis, should not participate in the panels serving the addicts in that facility. This is intended to avoid possible conflict and the resulting damage to: (a) the inmate or patient inside, or (b) the working ability and privilege of the subcommittee to carry the message inside the facility. For these same reasons, no H&I member will interfere with or use influence in any facility, court, or hospital, nor with any judge, doctor, probation/parole officer. Further, H&I members will not make comments or promises regarding employment, parole, probation, or medical problems. **We carry the message of Narcotics Anonymous: Recovery from addiction through our spiritual program.** Of course, these members may participate on panels going to other facilities.

Excessive use of profanity or the use of vulgar stories during your sharing is strictly prohibited by the authority of all facilities and is strongly discouraged by the H&I subcommittee.

Any member of the H&I subcommittee on parole will be only allowed to participate in or attend H&I meetings/presentations by the committee with the expressed clearance of the authorities of the facility and possibly the approval of their judicial officer, if applicable.

H&I panel members shall be responsible for their conduct in any facility, and they shall take responsibility to become informed in advance regarding the regulations of the facility being served.

You are reminded that the H&I subcommittee exists to share the Narcotics Anonymous message – our experience, strength, and hope. H&I speakers should try to get to the residence involved with the meeting/presentation through reading materials. Direct sharing is also appropriate for residents of long-term facilities. A personal contact should be established with the resident upon their release.