

**South Hills  
Hospitals &  
Institutions  
Subcommittee  
Guidelines  
Of Narcotics  
Anonymous**

**Revised October 2020**

## **ARTICLE I**

### **DEFINITION**

The South Hills Area Service Committee of Narcotics Anonymous Hospitals and Institutions Subcommittee is made up of volunteer members from Narcotics Anonymous

## **ARTICLE II**

### **PURPOSE**

The H&I Subcommittee exists to carry the NA message of recovery of addiction to residents of facilities who are restricted from regular NA meetings to regular NA meetings. H&I meetings, except for those in long-term facilities, are intended simply to introduce those attending to some of the basics of the NA program. All H&I functions will be held in accordance with the Twelve Traditions and Twelve Concepts of Narcotics Anonymous.

## **ARTICLE III**

### **FUNCTION AND RESPONSIBILITIES**

To coordinate a minimum of four H&I Learning Day/Workshops annually. To continue the lines of communication between SHASCNA H&I subcommittee and any facility in the area for the purpose of new and existing H&I meetings. To maintain lines of communication between SHASCNA H&I Subcommittee and other H&I Subcommittees on an Area, Regional, and World level.

## **ARTICLE IV**

### **HOSPITALS AND INSTITUTIONS**

These are defined as facilities that 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 that is not conducted by anyone other than the H&I subcommittee. Examples of facilities are Drug Rehabilitation Centers, Detoxification Units, Psychiatric Hospitals, Adolescent Rehabilitation Centers, Prisons, etc.

## **ARTICLE V**

### **MEN WITH MEN AND WOMEN WITH WOMEN**

SHASCNA H&I shall have only men chair, share, or attend at men's facilities and have only women chair, share, or attend at women's facilities.

## **ARTICLE VI**

### **H&I MEMBERSHIP**

Any member of Narcotics Anonymous may be a member of the subcommittee: Membership of this committee should be defined, but not restricted to: Chairperson, Vice Chairperson, Literature Chair, Vice Literature Chair, Secretary, Vice Secretary, Panel Coordinators, Panel Leaders, Panel Members, and concerned members of the fellowship.

## **ARTICLE VII**

### **H&I BUSINESS MEETING**

SHASCNA H&I subcommittee will meet regularly prior to the monthly SHASCNA Area meeting. No H&I business meeting shall last more than one-and-one-half hours, except by vote to extend this time limit by the members present.

In the event where an in person meeting cannot be held due to extenuating circumstances beyond the control of Narcotics Anonymous and/or the regular meeting location becomes unavailable, SHASCNA H&I subcommittee meetings can be held at an alternate location which can include but is not limited to, another church or local building, an outdoor location such as a public park or a cloud platform that supports video and audio communication. It is the H&I Chair's responsibility to ensure that in these situations to secure an alternative location. If a cloud platform is to be utilized the H&I Chair is to ensure the meeting is set up and made available to all members of H&I including all members of Narcotics Anonymous. All changes to the regular meeting location must announced via the GSR report.

## **ARTICLE VIII**

### **FUNDING**

SHASCNA H&I subcommittee will maintain a separate budget in accordance with the SHASCNA guidelines. The monthly budget will be \$500.00. It is the Chairperson's responsibility to ensure the budget is managed responsibly.

## **ARTICLE IX**

### **AMENDING GUIDELINES**

The SHASCNA H&I subcommittee may amend these guidelines by a 2/3 majority vote and are subject to approval by the GSRs at the next SHASCNA meeting.

## **ARTICLE X**

### **VOTING**

Each member has the equal right of input and vote in the committee except for the Chairperson and Vice Chairperson. In the event of a tie vote by this committee, the Chairperson breaks the tie. Any member of NA must be present at two consecutive subcommittee meetings to have a vote. Panel Coordinators and other Trusted Servants have a vote regardless of prior meeting attendance.

## **ARTICLE XI**

### **ELECTION OF TRUSTED SERVANTS**

Trusted Servants of the H&I subcommittee shall be elected each year in July to fill the following positions: Secretary, Vice Secretary, Literature Chair and Vice Literature Chair. Regardless of when Trusted Servants are elected, all positions are open to nomination in July. The Chairperson and Vice Chairperson (who are elected by SHASCNA) are elected in June and are subject to SHASCNA guidelines. Any subcommittee Trusted Servant may be removed from office by a 2/3-majority vote of the H&I subcommittee except for the Chairperson and Vice Chairperson who are removed only by SHASCNA. No Trusted Servant shall be eligible to serve more than 2 terms consecutively in the same position.

## **ARTICLE XII**

### **QUALIFICATIONS AND DUTIES**

The general qualifications for any member of SHASCNA H&I who wishes to participate in a meeting or a Trusted Servants positions shall have:

Sufficient clean time to qualify under the requirements of this H &I subcommittee and the facility in which the meetings are conducted. Relapse constitutes automatic removal from SHASCNA H&I. All Trusted Servants shall attend the monthly H&I subcommittee meetings. Two absences constitute a resignation of H&I commitment. Panel Coordinators who also hold a Panel Leader position, will automatically constitute a resignation from both the Panel Coordinator and Panel Leader positions in the event of two absences. A Panel Coordinator may send a panel leader from his/her meeting to the H&I subcommittee in the Panel Coordinator's absence. This would not constitute an absence for the Panel Coordinator. Panel Leaders are not required to attend the monthly H&I subcommittee meeting, however missing two of their commitments, will constitute a resignation of H&I commitment.

All members of SHASCNA H&I shall:

1. Have attended at least one H&I Learning Day/Workshop per year.
2. Have an NA home group and sponsor.

### **CHAIRPERSON**

Elected by majority vote of GSR's at the ASC for a one-year term, in accordance with and accountable to SHASCNA policy.

#### **A. QUALIFICATIONS:**

1. Minimum of three years continuous abstinence.
2. One-year previous involvement in H&I.
3. A working knowledge of the 12, 12, & 12 of NA.
4. A working knowledge of SHASCNA Guidelines and Policy.
5. The ability to organize and serve the committee.
6. Willingness to give the time and resources necessary to conduct the business of the SHASCNA H&I subcommittee.
7. The ability to be a strong leader without bias.
8. The ability to have transparency and good communication skills.

#### **B. DUTIES:**

1. Coordinate all SHASCNA H&I subcommittee business.
2. Prepares the monthly subcommittee agenda, bringing before the subcommittee matters, they should act upon.
3. To make regular monthly reports in accordance with SHASCNA guidelines to SHASCNA on the status of area H&I meetings, regional H&I business meeting and any other responsibilities of this H&I subcommittee.
4. To rigorously maintain H&I subcommittee archives that are to be given to the next H&I Chairperson.
5. To establish and maintain contact between this H&I subcommittee and other H&I subcommittees on an Area, Regional, and World level.
6. To attend all Regional H&I subcommittee meetings or to send an executive committee member in his/her place.
7. Handles all public relations involving policy matters that pertain to SHASCNA H&I.
8. Assures that H&I volunteer lists are utilized by Vice Chair and Panel Coordinators for the purpose of a functioning Panel System.
9. Attends at least one PR workshop a year.
10. In the event of extenuating circumstances outside of the control of Narcotics Anonymous, ensure that SHASCNA H&I continues to exist and continues with the mentality of "business as usual".

11. Be the primary authorized purchaser on the SHASCNA account at the TSSRO office and responsibly authorize the Literature Chair and Vice Literature Chair as secondary purchasers.
12. Acts as Panel Coordinator for facilities in the vacancy of a Panel Coordinator.
13. Ensure the monthly budget is managed responsibly.
14. Organization and planning of the Annual H&I Labor Day Picnic.
15. Step in and handle any issues that should arise regarding a facility with the facility's primary contact when the Panel Coordinator is unable to do so.
16. Conduct a minimum of (4) workshops annually.
17. Maintain the lines of communication between all members of the H&I Trusted Servant Committee, the H&I subcommittee, and all members of SHASCNA in general.
18. With the Vice Chairperson, adhere to the H&I Handbook as it relates to conducting H&I Presentations with new facilities that are interested in bringing H&I meetings into their facilities.

### **VICE CHAIRPERSON**

Elected by majority vote of GSR's at the ASC for a one-year term, in accordance with and accountable to SHASCNA policy.

#### **A. QUALIFICATIONS:**

1. Minimum of two-year continuous abstinence.
2. Willingness to give the time and resources necessary.
3. A working knowledge of the 12, 12, & 12 of NA.
4. A working knowledge of SHASCNA guidelines & policy.
5. One-year previous H&I experience.
6. Willingness to give the time and resources necessary to conduct the business of the SHASCNA H&I subcommittee.
7. The ability to be a strong leader without bias.
8. The ability to have transparency and good communication skills.

#### **B. DUTIES:**

1. To work closely with the H&I Chairperson and assist the H&I subcommittee in any way possible.
2. In the absence of the H&I Chairperson will chair the H&I subcommittee meetings.
3. In the event of the inability of the H&I Chairperson, will receive an automatic nomination for H&I Chairperson in accordance with SHASCNA guidelines.
4. Coordinates and works with Panel Coordinator as a Lead Panel Coordinator to assure that H&I volunteers are placed as Panel Members or rotation of Panel Members.

5. Keeps an updated list of all NA members willing and eligible to be Panel Members.
6. Suggested attendance at the Regional H&I business meeting and SHASCNA meeting.
7. Shall provide all current H&I volunteer lists to all Panel Coordinator and enough copies for all their Panel Leaders.
8. If the Chairperson position ever becomes vacant, will be designated as “Acting Chair” and be responsible for all duties listed under Chairperson.
9. Ensure the monthly budget is managed responsibly.
10. Organization and planning of the Annual H&I Labor Day Picnic.
11. Ensure the GSR report and SHASCNA is always updated with the most current open positions and announcements within H&I.
12. Maintain the lines of communication between all members of the H&I Trusted Servant Committee, the H&I subcommittee, and all members of SHASCNA in general.
13. With the Chairperson, adhere to the H&I Handbook as it relates to conducting H&I Presentations with new facilities that are interested in bringing H&I meetings into their facilities.

## **SECRETARY**

Elected by majority vote of this H&I subcommittee for a one-year term.

### **A. QUALIFICATIONS**

1. Minimum of one-year continuous abstinence.
2. Willingness and desire to serve.
3. Willingness to give the time and resources necessary.

### **B. DUTIES**

1. To keep a complete record of every H&I subcommittee meeting in the form of minutes, give them to the H&I Chairperson no later than one week after the meeting, and make them available to any member upon request.
2. To keep a continuing roster of monthly attendance at the SHASCNA H&I subcommittee meeting, to determine voting membership.
3. Maintains all necessary stationary supplies.
4. Keeps a record of all H&I subcommittee member names and contact information.
5. Creates and distributes any flyers and workshop materials as needed.

## **VICE SECRETARY**

Elected by majority vote of this H&I subcommittee for a one-year term.

### **A. QUALIFICATIONS**

1. Minimum of six months continuous abstinence
2. Willingness and desire to serve
3. Willingness to give the time and resources necessary

**B. DUTIES**

1. Works closely with secretary to fully understand the position
2. Performs duties in the absence of the secretary

**LITERATURE CHAIR**

Elected by majority vote of this H&I subcommittee for a one-year term.

**A. QUALIFICATIONS**

1. Minimum two years of continuous abstinence
2. Narcotics Anonymous home group and sponsor
3. Working knowledge of the 12, 12, & 12 of NA.
4. One-year previous experience in H&I
5. A recent H&I workshop

**B. DUTIES**

1. Attend monthly subcommittee meetings
2. Pick up literature at the RSO as needed, bring to subcommittee meeting.
3. Maintain an accurate inventory of literature
4. Work with coordinators in distributing literature

**LITERATURE VICE-CHAIR**

Elected by majority vote of this H&I subcommittee for a one-year term.

**A. QUALIFICATIONS**

1. Minimum one year of continuous abstinence
2. Narcotics Anonymous home group and sponsor
3. Working knowledge of the 12, 12, & 12 of NA.
4. One-year previous experience in H&I
5. A recent H&I workshop

**B. DUTIES**

1. Attend monthly subcommittee meetings
2. Pick up literature at the RSO as needed, bring to subcommittee meeting.
3. Maintain an accurate inventory of literature



4. Work with coordinators in distributing literature

### **PANEL COORDINATOR**

Elected by majority vote of this H&I subcommittee for a minimum of a one-year term. They can continue the commitment past a year until such a time where they would like to give someone else the opportunity or they can longer continue to make the commitment.

#### **A. QUALIFICATIONS**

1. Minimum of one-year continuous abstinence.
2. Six months previous involvement in H&I.
3. Willingness to give the time and resources necessary.
4. Willingness and desire to serve.
5. A working knowledge of the 12 & 12.

#### **B. DUTIES:**

1. Shall keep in close contact and work with SHASCNA H&I elected Trusted Servants and the Panel Leaders of the facility for which he/she is the coordinator.
2. Instructs the Panel Leaders in the facilities requirements, regulations and general rules covering the H&I meeting.
3. Shall make sure that panels are filled for scheduled meetings, in cooperation with the H&I Vice Chair, in the facility for which he/she is the Panel Coordinator and that meetings go on as scheduled.
4. Acts as a liaison between the SHASCNA H&I subcommittee and the facility.
5. Maintains literature supply.
6. Responsible for covering a meeting in the event that the Panel Leader cannot or in the event of a vacancy.

### **PANEL LEADER**

Elected by majority vote of this H&I subcommittee for a minimum of a one-year term. They can continue the commitment past a year until such a time where they would like to give someone else the opportunity or they can longer continue to make the commitment.

#### **A. QUALIFICATIONS**

1. Minimum one-year continuous abstinence.
2. Willingness to give the time and resources necessary.
3. Previous attendance at an H&I Learning Day/Workshop.
4. Willingness and desire to serve.
5. A working knowledge of the 12 & 12 of NA.

**B. DUTIES**

1. Chairs a monthly meeting, distributes readings, encourages audience participation.
2. Selects a speaker or a panel of Narcotics Anonymous members in accordance with the guidelines described for Panel Members.
3. Maintains lines of communication with Panel Coordinator, or in the vacancy of the Panel Coordinator position, the H&I Vice-Chair.

**PANEL CO-CHAIR**

Selected by Panel Leader.

**A. QUALIFICATIONS**

1. Minimum of 90 days continuous abstinence.
2. Willingness and desire to serve.

**B. DUTIES**

1. Participation in meeting shall be limited to doing readings only. Co-Chairs will not participate in lead or panel discussions.
2. Shall adhere to the rules of the facility wherein he/she is, in fact, a guest.
3. Shall always keep in mind that he/she may be seen as a representative of NA and conduct himself/herself responsibly.

**PANEL MEMBER**

Selected by Panel Leader.

**A. QUALIFICATIONS**

1. Minimum of six months continuous abstinence.
2. Willingness and desire to carry the NA message of recovery and share these experiences, strengths and hopes.

**B. DUTIES**

1. Shall take an active role in an H&I meeting as a speaker, or in whatever other acceptable capacity as may be requested by the Panel Leader
2. Shall adhere to the rules of the facility wherein he/she is, in fact, a guest.
3. Shall always keep in mind that he/she may be seen as a representative of NA and conduct himself/herself responsibly.

## **ARTICLE XIII**

### **FORMATS**

The format refers to the specific ways in which SHASCNA's H&I subcommittee structures and conducts its meetings, as listed below. All meetings shall be closed with the serenity prayer.

#### **A. SPEAKER PRESENTATIONS**

1. **SPEAKER-PANEL:** In an H&I Speaker-Panel meeting, one or more NA Panel Members share their experiences, strengths and hopes.
2. **SPEAKER-TOPIC:** During an H&I Speaker-Topic Meeting, each panel member shares on one topic or separate topics and then there will be time for questions.

#### **B. DISCUSSION PRESENTATIONS**

1. **TOPIC DISCUSSION:** In a Topic Discussion, the Panel Leader introduces the topic and shares first (to set a recovery-oriented tone) then alternate the discussion between residents and panel members.
2. **LITERATURE DISCUSSION:** In a Literature Discussion meeting, parts of NA Conference approved literature are read by a panel member or members then discussed by alternating discussion between residents and panel members.
3. **QUESTIONS AND ANSWER DISCUSSION: "SUGGESTED FOR ADOLESCENT FACILITIES"**. In a Question and Answer Discussion meeting, the Panel Leader invites residents to write topics or questions they would like to be discussed and place them in a basket. Topics will be drawn and screened by the Panel Leader and addressed by panel members. (This method allows inappropriate topics to be deleted.)

## **ARTICLE XIV**

### **APPROVED LITERATURE**

SHASCNA H&I shall provide its own literature for its H&I meetings.

#### **A. APPROVED LITERATURE**

All literature shall be fellowship approved and appropriate for the facility.

## **ARTICLE XV**

In the event that an issue comes up and is not addressed in our guidelines, we follow the policy from the current NAWS H&I Handbook.

## **ARTICLE XVI**

## **CONTINGENCY PLAN**

The following section outlines a contingency plan for the specific scenarios:

### **A. VACANCY OF BOTH CHAIRPERSON AND VICE CHAIRPERSON**

In the event that both the Chairperson and Vice Chairperson positions become vacant either mid-term or at the beginning of a new term (July of each year), it becomes the responsibility of the SHASCNA Trusted Servant committee to assume the responsibilities of the Chairperson and Vice Chairperson. The SHASCNA Trusted Servants will step in and continue to follow the H&I guidelines as outlined in this policy to maintain the purpose of H&I as outlined in Article II.

### **B. UNFORESEEN CIRCUMSTANCES BY OUTSIDE ENTITIES**

The following outlines a plan that should be adhered to in the event that unforeseen circumstances occur beyond the control of Narcotics Anonymous and/or the SHASCNA H&I subcommittee. These circumstances include but are not limited to the following:

1. Situations where facilities are temporarily shut down or meetings are suspended by outside entities
2. Outside events that prevent the ability for SHASCNA H&I to continue to carry the message inside facilities.

The Chairperson and Vice Chairperson will work together on the following:

1. Ensure all facilities are contacted and the status of that facility is received.
2. Remain in contact with the facilities regarding status changes or updates.
3. Contact all Panel Coordinators to ensure that Panel Leaders are made aware of the changes that have occurred within that facility.
4. Remain in contact with Panel Coordinators and Panel Leaders regarding status changes or updates.
5. Continue to maintain the channels of communication among SHASCNA by means of the GSR report and/or both the H&I Subcommittee Meeting and SHASCNA Area Service Meeting.
6. Ensure that the SHASCNA H&I committee continues to exist with the mentality of “business as usual” which includes the monthly meeting as well as all guidelines outlined in this policy.

### **C. REGULARLY SCHEDULED MEETING CANNOT BE MADE IN A FACILITY**

In the event that a Panel Leader cannot make their monthly commitment, the following plan will be adhered to ensure the meeting is met:

1. Contact any and/or all other panel leaders to see if that individual can cover the commitment.
2. Contact the Panel Coordinator for assistance in finding coverage.
3. Contact the Vice Chairperson of H&I for assistance in finding coverage.
4. Contact the Chairperson of H&I for assistance in finding coverage.
5. If all else fails, it is the Panel Leader's responsibility to contact the facility and inform them that we will not be making the commitment.

**The reputation of H&I in facilities is at stake when we are irresponsible. We cannot carry the message of we are no longer welcome at the facility.**

## ARTICLE XVII

### ANNUAL H&I LABOR DAY PICNIC

The annual H&I Labor Day Picnic was started in 2019 to promote unity of the area and to encourage involvement with H&I. It is up to the subcommittee's discretion at the time regarding a schedule of events for the picnic. All information regarding planning and organization of the picnic is archived in that calendar years documentation. This documentation should be used as suggestions for that year. The following items act as guidelines and responsibilities:

1. The picnic occurs on Labor Day (Monday) of that calendar year.
2. The Chairperson and Vice Chairperson are responsible for organization and planning of the picnic which includes but is not limited to:
  - a. Maintaining a balanced budget for the event
  - b. Ensuring location that is selected is large enough to accommodate everyone in attendance.
  - c. Ensuring location is reserved several months ahead of time to ensure timing and proper planning.
  - d. Ensuring the event is announced at least 2 months in advance via the GSR report and by means of a flyer if necessary.
3. The H&I Subcommittee collectively decides on formatting; however, the picnic includes at least one workshop and a speaker(s)/meeting format(s).