



Stanislaus Valley Groups of NA
Hospitals and Institutions Subcommittee
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STANISLAUS VALLEY GROUPS OF NARCOTICS ANONYMOUS
HOSPITALS AND INSTITUTIONS
(H&I) SUBCOMMITTEE
GUIDELINES

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**Hospitals and Institutions Subcommittee
Guidelines for the Stanislaus Valley Groups of
Narcotics Anonymous
P.O. Box 578551
Modesto, CA 95357
1.888.942.9922**

I. DEFINITION:

This committee known as Hospitals and Institutions (H&I) is a subcommittee of the Stanislaus Valley Groups of Narcotics Anonymous (SVGNA) Area Service Committee (ASC). All interested members of NA are encouraged to participate.

II. PURPOSE:

The purpose of an H&I meeting is to carry the NA message of recovery to addicts who do not have full access to regular Narcotics Anonymous meetings.

H&I meetings/presentations, except for those in longer term facilities, are intended to simply introduce those attending to some of the basics of the NA program. This subcommittee coordinates and communicates the service efforts of the H&I activities with facility staff located within the set boundaries of this Area, ensuring the *Twelve Traditions of NA* and the *Twelve Concepts for NA Service* are maintained while setting certain standards for ourselves in all our service efforts.

III. FUNCTIONS:

- A. To conduct a monthly business meeting independent of the ASC.
- B. To make selected NA conference approved literature available to panel leaders for distribution to facilities served, including local area meeting schedules.
- C. To coordinate meetings provided to Hospitals and Institutions, Such as: jails, prisons, hospitals, mental health institutions, detox centers, treatment facilities, and residential recovery houses.
- D. All H&I subcommittee meetings must consist of at least three (3) members to be considered an H&I subcommittee meeting, (including ad hoc and any special meetings created by the H&I Subcommittee).
- E. To encourage all members to participate in Area, Regional, and NAWS service learning days/workshops.

IV. STRUCTURE OF ELECTED OFFICERS:

The service board of officers shall consist of a Chairperson, Vice-Chairperson, Secretary, Literature Person, Panel Coordinators, and Panel Leaders. All officers are to be elected by

89 majority vote of the Committee at large, excluding the Chairperson, who is elected by the
90 ASC every June.

91
92 **A.** H&I subcommittee elections will be held every July. The Chair may determine special
93 elections based upon the needs of the subcommittee.

94
95 **B.** Any elected officer voted in by this H&I Subcommittee may be removed as per
96 Section VII during his/her office by two thirds (2/3) vote of the H&I
97 Subcommittee.

98
99 **C.** In the case of the resignation of any Committee member, excluding Panel
100 Leaders, the Vice-Chair shall automatically assume the vacated position until it is
101 filled.

102
103 **D.** Vacant positions shall be given first priority at the next H&I Subcommittee
104 Meeting.

105
106 **V. VOTING PROCEDURE:**

107
108 **A.** Voting membership is constituted by an NA member who has
109 attended for two consecutive Subcommittee meetings, voting on the third.

110
111 **B.** Missing two consecutive Subcommittee meetings will constitute the
112 loss of voting privileges.

113
114 **C.** Chairperson shall abstain from voting except in the case of a tie.

115
116 **D.** All NA members are encouraged to participate in the discussion. Any
117 member may make a motion, but the motion must be seconded by a
118 voting participant present.

119
120 **E.** All guideline revisions must be approved at the ASC. A (2/3) subcommittee
121 majority is needed to make suggested revisions to the guidelines for presentation to
122 the ASC for consideration.

123
124 **F.** A simple majority is accepted in matters of Subcommittee business.

125
126 **G.** The current ASC Rules of Order will be used to conduct Subcommittee
127 meetings.

128
129 **H.** Any matter that cannot be resolved at this level shall be turned over to
130 our Area Service Committee for their input.

131
132 **VI. QUALIFICATIONS AND DUTIES:**

133
134 It is suggested that all elected members of the H&I Subcommittee have the willingness
135 and resources to do the job, and working knowledge of the *Twelve Steps of NA*, *Twelve*
136 *Traditions of NA*, and the *Twelve Concepts for NA Service* as well as attend regular H&I
137 Subcommittee meetings and as many local NA recovery meetings as possible.
138

139 A. **CHAIRPERSON:**

140
141 1. **Requirements**

- 142 a. A minimum of two years continuous clean time.
143 b. A minimum of six months active participation at the H&I
144 Subcommittee level.
145 c. Regular attendance at monthly H&I Subcommittee meetings as defined
146 in Section VII B.
147 d. One year term of service.
148

149 2. **Duties**

- 150 a. To prepare a written agenda and to facilitate the H&I
151 Subcommittee meeting in an orderly fashion, ensuring that the
152 *Twelve Traditions* and *Twelve Concepts for NA Service* are
153 upheld.
154 b. To prepare a semi-annual written Subcommittee budget forecast
155 for submission to the ASC in January and July.
156 c. Attend as many SVGNA, CMSRSNA, and NA World Service
157 Learning Days and Workshops as possible.
158 d. Maintain a link of communication between SVGNA ASC and this
159 Subcommittee with regular attendance at ASC meetings.
160 e. Draft all correspondence to facilities served by this
161 Subcommittee.
162 f. To ensure that the monthly literature allotment is ordered and
163 received at the SVGNA ASC meeting.
164 g. To submit a monthly written report including literature inventory
165 to this Subcommittee and to the SVGNA ASC.
166 h. Review attendance log and notify absent members as required by
167 Section VII B. of these Guidelines.
168 i. Single point of accountability for all facility entrance
169 applications.
170

171 B. **VICE-CHAIRPERSON:**

172
173 1. **Requirements:**

- 174 a. A minimum of one-year continuous time.
175 b. A minimum of six months active participation
176 with the H&I Subcommittee

- 177 c. Regular attendance at monthly H&I Subcommittee meetings as defined
178 in Section VII B.
179 d. One year term of service.
180 2. **Duties:**
181 a. In the absence of the Chairperson, the Vice-Chairperson shall
182 perform the duties of the Chairperson.
183 b. In the absence of a Panel Coordinator for a facility,
184 the Vice-Chairperson fulfills the duties as much as possible.
185 c. Coordinates new panels and Ad-Hoc Committees if they exist.
186 d. Maintains current written copies of facility guidelines, rules, and
187 regulations this Subcommittee serves, referenced in Section VI. F.
188 2.d and H.2.d.
189 e. Serves as Parliamentarian of Subcommittee meetings.
190 f. To submit a monthly report written to this Subcommittee.
191

192 C. **SECRETARY:**

- 193
194 1. **Requirements:**
195 a. A minimum of one-year continuous clean time.
196 b. A minimum of ninety days active participation with H&I.
197 c. Regular attendance at monthly H&I Subcommittee meetings as defined
198 in Section VII B.
199 d. One year term of service.
200
201 2. **Duties:**
202 a. Record, copy, and distribute the minutes of monthly H&I
203 Subcommittee meetings.
204 b. Maintains and archives meeting minutes, correspondence and
205 copies of previous guidelines.
206 c. Create and provide copy of monthly attendance log to
207 Chairperson.
208 d. Maintain and updated contact list of all H&I members.
209

210 D. **LITERATURE PERSON:**

- 211
212 1. **Requirements:**
213 a. A minimum of one-year continuous clean time.
214 b. A minimum of six months regular attendance and participation
215 at the H&I Subcommittee level.
216 c. Regular attendance at monthly Subcommittee meetings as defined
217 in Section VII B.
218 d. One year term of service.
219 2. **Duties:**
220 a. To maintain and distribute SVGNA H&I Subcommittee

- 221 approved NA literature and meeting directories per agreed
222 upon quantities as determined by SVGNA H&I Subcommittee
223 to panel leaders for facilities served.
224 b. To prepare H&I Subcommittee literature order for monthly
225 ASC meeting.
226 c. To stamp all literature and meeting directories with the H&I
227 Subcommittee's rubber stamp.
228 d. To make a monthly oral inventory report to this H&I
229 Subcommittee
230 e. To maintain and provide the Chair one copy of a monthly
231 written literature inventory to track the distribution of
232 literature.
233

234 E. **ALTERNATE LITERATURE PERSON:**
235

236 1. **Requirements:**

- 237 a. A minimum of six months continuous clean time.
238 b. A minimum of three months regular attendance and
239 participation at the H&I Subcommittee level.
240 c. Regular attendance at monthly H&I Subcommittee meetings as defined
241 in Section VII B.
242 d. One year term of service.
243

244 2. **Duties:**

- 245 a. Assist the Literature person in all duties.
246 b. Be willing to become Literature person if elected.
247 c. Shall assume the responsibilities in the absence of the
248 Literature Person.
249

250 F. **PANEL COORDINATORS:**
251

252 1. **Requirements:**

- 253 a. A minimum of one-year continuous clean time.
254 b. A minimum of six months active participation at the H&I level.
255 c. Regular attendance at monthly H&I Subcommittee meetings as
256 defined in Section VII B.
257 d. One year term of service.
258

259 2. **Duties:**

- 260 a. Shall maintain open line of communication between H&I
261 Subcommittee and facility served. H&I Subcommittee member
262 Shall accompany if physical meeting is necessary with facility.
263 b. Shall ensure that scheduled panel meetings are provided for
264

- 265 facility which he/she is coordinator.
- 266 c. Shall keep all Panel Leaders informed of the rules of the
- 267 facility being served and any rule changes.
- 268 d. Will provide each Panel Leader with facility guidelines, guest
- 269 clearance list and facility contact list.
- 270 e. Shall submit a written report to this H&I Subcommittee
- 271 detailing any problems that may arise with facility served.
- 272

273 **G. PANEL LEADERS:**

274

275 **1. Requirements:**

- 276 a. A minimum of one-year continuous clean time or as stated by facility
- 277 guidelines.
- 278 b. A minimum of two consecutive H&I Subcommittee meetings
- 279 and two panel presentation meetings as defined in Section VII B.
- 280 c. Regular attendance at monthly H&I Subcommittee meetings.
- 281 d. One year term of service.
- 282

283 **2. Duties:**

- 284 a. To be familiar with the H&I Subcommittee Guidelines and the
- 285 facility rules and regulations.
- 286 b. To be responsible for qualifying their guest speaker and
- 287 reminding them of the facility rules and regulations.
- 288 c. To select guest speakers who carry a positive NA message of
- 289 recovery.
- 290 d. Shall not take an H&I panel meeting into a facility without a
- 291 guest speaker.
- 292 e. Shall notify Panel Coordinator if unable to present panel
- 293 meeting.
- 294 f. Shall notify facility if Panel Coordinator is unable to present
- 295 panel meeting.
- 296 g. Shall evaluate facility literature allotment to meet budgetary
- 297 guidelines.
- 298

299 **H. CORRECTIONAL FACILITIES PANEL COORDINATOR**

300

301 **1. Requirements.**

- 302 a. A minimum of one-year continuous clean time.
- 303 b. A minimum of six months active participation at H&I level.
- 304 c. Previous experience such as, panel leader in correctional facilities.
- 305 d. Regular attendance at monthly H&I Subcommittee meetings as
- 306 defined in section VII.B.
- 307 e. One year term of service.
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309 **2. Duties:**

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- a. Shall maintain open line of communication between H&I Subcommittee and facility served. H&I Subcommittee member shall accompany if physical meeting is necessary with facility.
- b. Shall ensure that scheduled panel meetings are provided for facility which he/she is s coordinator.
- c. Will provide H&I Subcommittee and each Panel Leader with rules and guidelines of the facility being served and any changes.
- d. Will provide H&I Subcommittee and each Panel Leader with list of members with approved pass for that facility.
- e. Shall submit a written report to this H&I Subcommittee detailing any problems that may arise with facility served.

I. **CORRECTIONAL FACILITIES PANEL LEADER:**

1. Requirements:

- a. A minimum of one-year continuous clean time or as stated by facility guidelines.
- b. A minimum of two consecutive H&I Subcommittee meetings and two panel presentations.
- c. Must have current pass and full understanding of rules and guidelines for facility being served.
- d. Regular attendance at monthly H&I Subcommittee meetings as defined in section VII. B.
- f. One year term of service.

2. Duties:

- a. To be familiar with H&I Subcommittee Guidelines and the facility rules and regulations.
- b. To be responsible for qualifying guest speaker, ensuring they have proper clearance for facility and reminding them of facility rules and regulations.
- c. To select guest speakers who carry a positive NA message of recovery.
- d. Shall not take an H&I panel meeting into a facility without a guest speaker.
- e. Shall notify Panel Coordinator if unable to present panel meeting.
- f. Shall notify facility if Panel Coordinator is unable to present panel meeting.
- g. Shall evaluate facility literature allotment to meet budgetary guidelines.

J. **JAIL PASS HOLDERS:**

1. Requirements:

- a. A minimum of one-year continuous clean time or as stated by facility guidelines.

- 358 b. A minimum of two consecutive H&I Subcommittee meetings and
- 359 two panel presentations.
- 360 c. Must have current pass and full understanding of rules and
- 361 guidelines for facility being served.
- 362 d. Must contact panel coordinator upon obtaining pass and be on
- 363 coordinators list.
- 364 e. Must be able to carry a positive NA message.
- 365 f. Shall notify panel leader in a reasonable amount of time prior to
- 366 meeting if not able to attend.
- 367

368 **VII. REMOVAL FROM POSITION:**

- 369 A. Any member of this H&I Subcommittee is automatically disqualified from an
- 370 elected position upon the loss of continuous clean time.
- 371
- 372 B. Any member in an elected position that is absent from two consecutive H&I
- 373 Subcommittee meetings will be contacted by the Chairperson. Upon the third
- 374 absence the situation shall be reviewed by the H&I Subcommittee and the absent
- 375 person may be removed from their elected position.
- 376
- 377 C. Any voting member not conforming to the foregoing requirements, or to any
- 378 others which might be hereafter added, or who refuses to abide by the rules and
- 379 regulations of the institution being served, may be relieved of any H&I
- 380 Subcommittee assignments previously granted, pending review of the H&I
- 381 Subcommittee.
- 382

383

384 **VII. GENERAL INFORMATION:**

- 385
- 386 A. No member will involve himself/herself with any activity (professional) at any
- 387 institution that this Subcommittee serves, to avoid possible conflict and resulting
- 388 damage to the working ability and privilege of this Subcommittee to carry the
- 389 NA message of recovery inside the institution. For these same reasons, no
- 390 member shall use any influence in any institutions, courts or hospitals, nor with
- 391 any judge, doctor, probation or parole officer. Nor will he/she make any
- 392 comments or promises regarding employment, parole, probation or medical
- 393 problems. We carry only the message of recovery through working the *Twelve*
- 394 *Steps* and the *Twelve Traditions of Narcotics Anonymous*. NA is a spiritual not a
- 395 Religious program. Narcotics Anonymous has no opinion on outside issues.
- 396
- 397 B. Length of clean time requirement by each institution is to be rigidly upheld by all
- 398 Panel Leaders and speakers.
- 399
- 400 C. NA case histories, life stories, and/or NA principles or NA general information
- 401 are to be main topics of any H&I meeting conducted with all institutions
- 402 served by this subcommittee. All speakers and Panel Leaders must strictly comply

403 with this regulation, confining their talks solely to the NA message of recovery.
404

405 D. The use of vile, profane, or filthy stories is strictly prohibited by authorities of all
406 institutions served by this Subcommittee and requested by inmates and patients
407 themselves not to be used. All speakers and Panel Leaders must strictly comply
408 with this regulation.
409

410 E. Nothing will be given to, or taken from an inmate or patient without institutional
411 approval, including messages.
412

413 F. Panel Leaders shall be responsible for the conduct of any speakers taken into any
414 institution being served and must instruct said speakers in advance regarding the
415 rules and regulations of the institutions.
416

417 G. To assist the purpose of SVGNA H&I in carrying the message of recovery. Panel
418 Leaders will present the staff of any institution with NA Approved Literature and
419 related information (NA flyers) stamped with the NA Help line number.
420

421 Revised and Approved by SVGNA H&I Subcommittee

422 *Mitchell G.*

07/30/23

423 _____
424 H&I Chairperson

Date

425
426
427 Reviewed and Approved by SVGNA ASC

428 *Amy S.*

07/30/23

429 _____
430 SVGNA ASC Chair

Date

