



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
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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

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

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

B. In the case of the resignation of any Committee member, excluding Panel Leaders, the Vice-Chair shall automatically assume the vacated position is filled.

C. Vacant positions shall be given first priority at the next H&I Subcommittee Meeting.

V. **VOTING PROCEDURE:**

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

B. Missing two consecutive Subcommittee meetings will constitute the loss of voting privileges.

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

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

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

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

G. The current ASC Rules of Order will be used to conduct Subcommittee meetings.

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

VI. **QUALIFICATIONS AND DUTIES:**

It is suggested that all elected members of the H&I Subcommittee have the willingness and resources to do the job, and working knowledge of the *Twelve Steps of NA*, *Twelve*

133 *Traditions of NA*, and the *Twelve Concepts for NA Service* as well as attend regular H&I
134 Subcommittee meetings and as many local NA recovery meetings as possible.

135
136 A. **CHAIRPERSON:**

137
138 1. **Requirements**

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

145
146 2. **Duties**

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

167
168 B. **VICE-CHAIRPERSON:**

169
170 1. **Requirements:**

- 171 a. A minimum of one-year continuous time.
172 b. A minimum of six months active participation
173 with the H&I Subcommittee
174 c. Regular attendance at monthly H&I Subcommittee meetings as defined
175 in Section VII B.
176 d. One year term of service.

177 2. **Duties:**

- 178 a. In the absence of the Chairperson, the Vice-Chairperson shall
179 perform the duties of the Chairperson.
180 b. In the absence of a Panel Coordinator for a facility,
181 the Vice-Chairperson fulfills the duties as much as possible.
182 c. Coordinates new panels and Ad-Hoc Committees if they exist.
183 d. Maintains current written copies of facility guidelines, rules, and
184 regulations this Subcommittee serves, referenced in Section VI. F.
185 2.d and H.2.d.
186 e. Serves as Parliamentarian of Subcommittee meetings.
187 f. To submit a monthly report written to this Subcommittee.
188

189 C. **SECRETARY:**

190
191 1. **Requirements:**

- 192 a. A minimum of one-year continuous clean time.
193 b. A minimum of ninety days active participation with H&I.
194 c. Regular attendance at monthly H&I Subcommittee meetings as defined
195 in Section VII B.
196 d. One year term of service.
197

198 2. **Duties:**

- 199 a. Record, copy, and distribute the minutes of monthly H&I
200 Subcommittee meetings.
201 b. Maintains and archives meeting minutes, correspondence and
202 copies of previous guidelines.
203 c. Create and provide copy of monthly attendance log to
204 Chairperson.
205 d. Maintain and updated contact list of all H&I members.
206

207 D. **LITERATURE PERSON:**

208
209 1. **Requirements:**

- 210 a. A minimum of one-year continuous clean time.
211 b. A minimum of six months regular attendance and participation
212 at the H&I Subcommittee level.
213 c. Regular attendance at monthly Subcommittee meetings as defined
214 in Section VII B.
215 d. One year term of service.

216 2. **Duties:**

- 217 a. To maintain and distribute SVGNA H&I Subcommittee
218 approved NA literature and meeting directories per agreed
219 upon quantities as determined by SVGNA H&I Subcommittee
220 to panel leaders for facilities served.

- b. To prepare H&I Subcommittee literature order for monthly ASC meeting.
- c. To stamp all literature and meeting directories with the H&I Subcommittee's rubber stamp.
- d. To make a monthly oral inventory report to this H&I Subcommittee
- e. To maintain and provide the Chair one copy of a monthly written literature inventory to track the distribution of literature.

E. **ALTERNATE LITERATURE PERSON:**

1. **Requirements:**

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

2. **Duties:**

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

F. **PANEL COORDINATORS:**

1. **Requirements:**

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

2. **Duties:**

- 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 coordinator.
- c. Shall keep all Panel Leaders informed of the rules of the facility being served and any rule changes.

- d. Will provide each Panel Leader with facility guidelines, guest clearance list and facility contact list.
- e. Shall submit a written report to this H&I Subcommittee detailing any problems that may arise with facility served.
- f. **Willing to take position even if not holding a panel position,**

G. **PANEL LEADERS:**

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 presentation meetings as defined in Section VII B.
- c. Regular attendance at monthly H&I Subcommittee meetings.
- d. One year term of service.

2. **Duties:**

- a. To be familiar with the H&I Subcommittee Guidelines and the facility rules and regulations.
- b. To be responsible for qualifying their guest speaker and reminding them of the 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.

H. **CORRECTIONAL FACILITIES PANEL COORDINATOR**

1. **Requirements.**

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

2. **Duties:**

- 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.
- f. **Willing to take the position even if not holding a panel position.**

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.
- g. 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

356 facility guidelines.

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

367 **VII. REMOVAL FROM POSITION:**

368

- 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 **VII. GENERAL INFORMATION:**

384

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

served by this subcommittee. All speakers and Panel Leaders must strictly comply with this regulation, confining their talks solely to the NA message of recovery.

- D. The use of vile, profane, or filthy stories is strictly prohibited by authorities of all institutions served by this Subcommittee and requested by inmates and patients themselves not to be used. All speakers and Panel Leaders must strictly comply with this regulation.
- E. Nothing will be given to, or taken from an inmate or patient without institutional approval, including messages.
- F. Panel Leaders shall be responsible for the conduct of any speakers taken into any institution being served and must instruct said speakers in advance regarding the rules and regulations of the institutions.
- G. To assist the purpose of SVGNA H&I in carrying the message of recovery. Panel Leaders will present the staff of any institution with NA Approved Literature and related information (NA flyers) stamped with the NA Help line number.

Revised and Approved by SVGNA H&I Subcommittee

Mitchell G.

04/10/23

H&I Chairperson

Date

Reviewed and Approved by SVGNA ASC

Amy S.

04/10/23

SVGNA ASC Chair

Date