

FLASCNA

Hospitals and Institutions Subcommittee

As Amended 1/27/07

I. Purpose

The purpose of the Hospitals and Institutions Subcommittee is to carry the message of Narcotics Anonymous into hospitals and institutions to assure that no addict need die without having had a chance to find a better way of life. The intent is to simply introduce those in facilities to the basics of the Narcotics Anonymous program.

II. Functions and Responsibilities – The basic functions are:

- A. To carry the Narcotics Anonymous message of recovery
 - B. To conduct a monthly business meeting
 - C. To elect Panel Leaders to communicate with the facilities and to conduct the H&I meetings or presentations within the facilities
 - D. To open and maintain lines of communication and cooperation:
 1. Between the subcommittee and its Panel Leaders
 2. Between the area and regional H&I Subcommittees
 3. Between the H&I Subcommittee and FLASCNA
 4. Between the H&I Subcommittee and the P.I. Subcommittee
 - E. To coordinate the development of any new H&I meetings or presentations within the Finger Lakes
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III. Elected Officers

- A. The Public Information Subcommittee officers consist of a Chairperson, a Vice-Chairperson, a Secretary, a Literature Coordinator, and Panel Leaders. All officers are to be elected by a simple majority vote, except for the Chairperson who is elected by FLASCNA.
 - B. All officers are elected for a term of one year and will be eligible for re-election for a second term of one year – not exceeding two years.
 - C. Voting members are those who have met the following requirements
 1. Willing to serve and participate
 2. Have attended two consecutive meetings - “Special Edition” meetings are not to be counted. Those who attend our regularly scheduled meetings but do not come to “Special Edition” meetings will not be penalized.
 - If two out of four meetings are missed you will no longer be a voting member. You are reinstated by attending two more consecutive meetings.
 - The chairperson or acting chairperson may only vote in the case of a tie.
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IV. Removal or resignation of officers

- A. An officer may be removed from their position for non-compliance except for the chairperson who shall be removed in accordance with FLASCNA’s guidelines. A simple majority vote is required for removal. Non-compliance includes but is not limited to the following:
 1. Loss of abstinence
 2. Non-fulfillment of duties of his or her position
 3. Absence from two regularly scheduled meetings of the P.I. Subcommittee without prior notice given to the H&I Chairperson or H&I Vice Chairperson
 4. Misappropriation of NA funds
 - B. An officer of this subcommittee may resign by providing written notice to the H&I Subcommittee at least four weeks prior to the next regularly scheduled meeting.
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V. Requirements and Duties of Officers

Chairperson

- A. Requirements
 - 1. Two years of uninterrupted clean time
 - 2. At least one year of involvement with the FLASCNA H&I Subcommittee
 - B. Duties
 - 1. To prepare the monthly subcommittee agenda
 - 2. To facilitate the subcommittee meetings
 - 3. To carry out the policies and suggestions of the subcommittee
 - 4. To carry out the duties of the Secretary in the absence of all other H&I officers
 - 5. To appoint Ad-Hoc subcommittees when necessary
 - 6. To represent the H&I Subcommittee at area business meetings
 - 7. To represent the FLASCNA H&I Subcommittee at Regional H&I Subcommittee meetings
 - 8. To be present at all FLASCNA area audits
 - 9. To have no vote during a H&I. Subcommittee meeting except in the event of a tie
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Vice-Chairperson

- A. Requirements
 - 1. One year of uninterrupted clean time
 - 2. At least six months of involvement with the FLASCNA H&I Subcommittee
 - B. Duties
 - 1. To carry out the duties of the Chairperson in the absence of the Chairperson
 - 2. To carry out the duties of the Secretary in the absence of the Secretary
 - 3. To attend regularly the H&I Subcommittee meetings
 - 4. To be present at all FLASCNA area audits
 - 5. To work with and assist the Chairperson in his or her duties
 - 6. To have no vote during a H&I Subcommittee meeting when acting as the Chairperson except in the event of a tie
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Secretary

- A. Requirements
 - 1. Six months of uninterrupted clean time
 - 2. At least six months of involvement with the FLASCNA H&I Subcommittee
 - B. Duties
 - 1. To keep complete records in the form of minutes of regular, Ad-Hoc and other H&I meetings. Minutes are to be typed and available at the following scheduled H&I meeting.
 - 2. To keep a complete and updated record member pool with the names, addresses, recovery dates and telephone numbers of all current H&I members and volunteer speakers on file at the ASC headquarters.
 - 3. To keep a continuing roster of monthly attendance at the H&I meetings
 - 4. To fulfill the duties of the Chairperson in the absence of all other H&I officers
 - 5. To have no vote during a H&I Subcommittee meeting when acting as the Chairperson except in the event of a tie
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Literature Coordinator

- A. Requirements
 - 1. Six months of uninterrupted clean time
 - 2. At least six months of involvement with the FLASCNA H&I Subcommittee
 - B. Duties
 - 1. To work closely with H&I Panel Leaders to ensure that facilities have needed literature.
 - 2. To work closely with the Literature Subcommittee to maintain an open line of communication to ensure an adequate supply of literature is available for the purposes of the H&I Subcommittee
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V. Requirements and Duties of Officers (Continued)

Panel Leaders

- A. Requirements
 - 1. Six months of uninterrupted clean time
 - 2. Must meet the uninterrupted clean time requirement for designated facility
 - 3. Not currently be involved with volunteer work or employment within designated facility
 - 4. At least six months of involvement with the FLASCNA H&I Subcommittee
 - 5. To be oriented by the H&I Subcommittee for conducting meetings and/or presentations within a facility within the past year
 - B. Duties
 - 1. To carry the NA message of recovery
 - 2. To submit a monthly report to the H&I Subcommittee concerning any presentations or meetings conducted over the past month
 - 3. To be familiar with the H&I Subcommittee guidelines
 - 4. To be familiar with the rules and requirements of the designated facility
 - 5. To ensure that Panel Speakers taken into a facility are familiar with and oriented with both the rules and requirements of the facility and the H&I Subcommittee guidelines
 - 6. To work with the H&I Subcommittee to arrange for Panel Speakers and to find replacements as necessary
 - 7. To work with the H&I Subcommittee to maintain current contact information regarding a designated facility as well as any questions or concerns of that facility
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Panel Speakers (Not an elected position)

- A. Requirements
 - 1. Six months of uninterrupted clean time
 - 2. Must meet the uninterrupted clean time requirement for designated facility
 - 3. Not currently be involved with volunteer work or employment within designated facility
- B. Responsibilities
 - 1. To carry the NA message of recovery
 - 2. To meet the requirements set forth by the facility and the H&I Subcommittee
- C. Removal

Speakers will be removed from the speaker pool upon relapse or upon refusal to abide by any facility regulations, rules and or policies and/or the policies and guidelines set forth by the H&I Subcommittee.

VI. Meetings and Membership

The H&I Subcommittee's regularly scheduled meetings are on the first Sunday of every month at 5:00 P.M. at Suite 202 of 64 Seneca Street, Geneva, N.Y., 14456. All members of the Narcotics Anonymous fellowship are welcome to be members of the H&I Subcommittee. Members of the area H&I Subcommittee will be defined according to one or more of the following:

- A. Those assigned to head specific projects as needed
 - B. Those willing to help on various projects as needed
 - C. Voting members
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VII. General Information and Requirements

- A. Any member who is involved at a given facility on a professional or volunteer basis should not be a panel leader or speaker serving the residents or inmates of that facility. This is to avoid possible conflicts that could damage or distort the Narcotics Anonymous message of recovery.
- B. In accordance with the 10th Tradition of NA, no H&I member, guest, or speaker may interfere with or use any influence with any facility, court, hospital, judge, doctor, probation officer, social worker or family members on behalf on any residents or inmates of the facilities being served. No H&I member, guest, or speaker may make any promises regarding employment, lodging, parole, probation, medical problems, etc. to any residents or inmates of the facilities being served.
- C. All Panels shall consist of two or three persons – Leader and Speaker and sometimes a Guest

VII. General Information and Requirements (Continued)

- D. It is unacceptable to bring gifts or money to or from any residents or inmates in a facility.
 - E. It is unacceptable to give or receive ANYTHING except the NA message of recovery with any resident or inmate within a facility
 - F. No Narcotics Anonymous meeting conducted under the auspices of the H&I Subcommittee shall be held in any facility except when directly supervised by the officer(s) of the H&I Subcommittee.
 - H. Always remember that we are guests within the facilities we serve and therefore must comply with their rules, requirements, regulations, policies and wishes.
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VIII. Meeting Format

- A. Moment of silence.
 - B. Reading of the Traditions and Concepts of Service followed by the H&I purpose statement.
 - C. Review minutes of last meeting.
 - D. Nominations (when applicable)
 - E. Old business.
 - F. Panel Leader reports
 - G. New business.
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IX. Amendments

Amendments to these guidelines can be made as situations arise at our regularly scheduled meetings and submitted to P&P for revision and any recommended changes. For final approval they are then submitted to the ASC.
