

NORTH ATLANTA AREA H&I SUBCOMMITTEE GUIDELINES AND POLICIES

Effective: 02/25/24

Preamble

These guidelines and policies are written to provide clarity, accountability, and direction to current and future service members of this subcommittee. The guidelines and policies should be construed liberally while maintaining the spiritual principles of Narcotics Anonymous (“NA”), and adhering to the Twelve Traditions, Twelve Concepts of Service, Hospitals and Institutions Handbook, and other NA-approved literature.

This committee is a subcommittee of the North Atlanta Area Service Committee (“NAASC”). We shall maintain effective liaison and complete accountability to that committee. Policies at the Area-level, Region-level, and World-level shall supersede any conflicts with the policies and guidelines outlined within this document.

Effect, Revision, and Amendment

This policy shall become effective upon adoption by the NAASC and shall stand alongside the policy of the NAASC H&I Subcommittee. Revisions and/or amendments may be made from time-to-time. Such revisions and/or amendments shall be presented for review and consideration during the next regularly scheduled H&I Subcommittee meeting. Adoption of any revisions and/or amendments shall require assent by 2/3rds majority of all eligible voting members.

Introduction and Purpose

A Hospitals and Institutions (“H&I”) 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.

The North Atlanta Area H&I Subcommittee (hereinafter “NAASC H&I Subcommittee”) is a volunteer group of service members of Narcotics Anonymous that have either registered to volunteer or been elected to serve at the H&I/Area level.

The purpose of an H&I meeting/presentation is to carry the message to addicts in facilities that do not provide full access to regular Narcotics Anonymous meetings. A facility may be defined as a public or private entity, organization, or enterprise, unaffiliated with NA, that houses, incarcerates, and/or treats individuals with addiction or substance use disorders.

To be helpful to the attendees of our meetings, we are governed by the individual rules of the facility and further impose certain standards on ourselves.

NAASC H&I Subcommittee
Policy and Guidelines

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.

Literature

Only Narcotics Anonymous-approved literature, tapes approved for sale by the World Service Organization (“WSO), Reaching Out, and The NA Way Magazine may be taken into a facility by the NAASC H&I Subcommittee. Literature or any of 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 shall be used in meetings/presentations.

Membership

Any member of Narcotics Anonymous may become a member of H&I by filling out a registration sheet and filing this with the H&I facilitator, co-facilitator, or secretary. All members are bound to comply with the clean time requirements of six months for H&I service eligibility. Clean time for the purpose of this subcommittee shall be construed as complete abstinence from all drugs.

New registrants are required to attend at least one subcommittee meeting as further outlined below, along with attendance of an orientation, before they may begin volunteering at a facility. New facilities may require additional orientations at the discretion of the NAASC H&I Subcommittee elected officers.

Business Meetings and Procedure

Business meetings shall be held not less than once monthly at a time and place designated by the membership. No business meeting shall last for more than one-and-one-half hours, except by vote to extend this time limit by the members present.

The NAASC H&I Subcommittee shall conduct its meetings in accordance with Consensus-Based Decision-Making procedure as described in the NAASC Policy.

Voting

Any member having attended previous business meetings within the past year is eligible to vote at business meetings.

Elections

Election of officers shall be held once each year at an H&I Subcommittee meeting in the month following Area-level elections, with the officers elected taking over in the month following H&I elections. This subcommittee elects all positions except Facilitator, who is elected by the NAASC. Officers shall be elected by simple majority of voting members present.

Structure

The NAASC H&I Subcommittee's structure is outlined in the attached **Exhibit "A"** as shown below. By way of further definition, the structure is divided into three groups: Elected Officers, Appointed Positions, and Service Positions.

Elected Officers

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

1. Facilitator (by NAASC)
2. Co-Facilitator
3. Secretary

The Facilitator and Co-Facilitator shall adhere to the clean-time requirements and rules set forth in the NAASC Policy (excerpt attached hereto as **Exhibit "B"**). The Secretary shall have at minimum, one (1) year of clean time.

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 Facilitator and approved by the H&I subcommittee at the next business meeting. Officers may succeed themselves by reelection only one time. Responsibilities of elected officers are further defined below.

Appointed Positions

1. Literature Chair
2. Facility Coordinator

The Facilitator may, in agreement with the Co-Facilitator, or, if the Co-Facilitator position is vacant, designate a literature chair and facility coordinator(s) for individual or collective facilities. Voting members of the NAASC H&I Subcommittee may, by two-thirds majority of *all* who are eligible to vote, remove or substitute an appointed position. Such vote shall be presented during a regular NAASC H&I Subcommittee meeting and follow the Consensus-Based Decision-Making procedure contained within the NAASC policy.

In all cases, the term of appointed positions is one year. All candidates for appointed positions must have at minimum: completed registration and orientation; and, have a working knowledge of the twelve steps. An appointed position may resign at any time. When an appointed position becomes unable to discharge the duties of that position, a successor shall be named by the Facilitator and approved by the H&I subcommittee at the next business meeting.

Responsibilities of appointed positions are further defined below.

Service Position(s)

1. Chairperson

2. Discussion Leader
3. Panel Member

All qualifying service members of the NAASC H&I Subcommittee shall be eligible to serve at facilities in the Service Position roles. The requirements for each Service Position are outlined below.

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 made up of, at minimum, two (2) service positions: a chairperson and a discuss leader. No panel shall exceed four (4) service positions.

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 required:

- Facilitator and Co-Facilitator: See **Exhibit “B”**
- Secretary – 1 year
- Appointed position – 1 year
- Chairperson - 1 year
- Discussion Leader – 1 year
- Panel Member – 6 months

All elected officers and those serving in appointed positions shall attend the regular monthly business meetings of Narcotics Anonymous H&I. In the instance of elected officers, and those serving in appointed positions, three consecutive months absence will be considered resignation.

Responsibilities and Duties

The responsibilities of each active member of the NAASC H&I Subcommittee, in cumulation with the NAASC policies and responsibilities, are set forth below:

Facilitator (See additional items in **Exhibit “B”**)

- a. Coordinates all NAASC H&I activities.
- b. Presides at all regular, special, and general subcommittee meetings.
- c. 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.

- d. Is responsible for interchange of correspondence at the public level as well as all correspondence within NA H&I which involves policy matters.
- e. Makes regular reports to the H&I subcommittee on the status of all current or completed projects.
- f. May at any time visit any meeting/presentation at any facility for a purpose beneficial to H&I, including offering assistance to panel participants.
- g. Shall represent Narcotics Anonymous H&I at the regular meetings of the ASC.
- h. May attend the regional H&I subcommittee meetings.

Co-Facilitator (See additional items in **Exhibit “B”**)

- a. 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 the ASC has an election for that position.
- b. Works closely with the chairperson.
- c. May at any time visit any meeting/presentation at any facility for any purpose beneficial to H&I, including offering assistance to panels.
- d. Attends the regular meetings of the Hospitals and Institutions subcommittee.
- e. Works with the panel leaders to assure that volunteers are placed as panel members.

Secretary

- a. Keeps a complete record in the form of minutes of every regular, special, and general subcommittee meeting.
- b. Keeps a complete and updated panel member list with the names, addresses, recovery dates, and telephone numbers of all current H&I members.
- c. Shall keep a continuing roster of monthly attendance at the business meetings.
- d. Sends notices or makes telephone calls for special meetings.
- e. Maintains all necessary stationary supplies and prepares correspondence as needed.
- f. Keeps a file of all such correspondence.
- g. Shall type and prepare any materials necessary for distribution to members of H&I.
- h. Shall attend the regular meetings of the Hospitals and Institutions subcommittee.

Literature Chair

- a. Shall fill literature orders from the facility coordinators.
- b. Shall keep a continuing record of literature distributed to facility coordinators.
- c. Shall make a report at the regular H&I subcommittee meetings on literature distributed.
- d. Shall work with the chairperson to ensure that necessary literature is obtained from the ASC as per the H&I subcommittee budget.
- e. 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.

Facility Coordinator

- a. Shall keep in close contact and work with H&I elected officers for the meetings/presentations for which he/she is the coordinator.
- b. Shall meet with administrators of facilities in the interests of harmony.
- c. Shall make sure that panels are filled for scheduled meetings for which he/she is the coordinator.

- d. Shall keep all panel leaders informed of the rules of the facility and any rule changes.

Chairperson

- a. Must have served at least once as a Panel Member.
- b. Must have served at least once at the individual facility for which they have been assigned to be Chairperson.
- c. Shall conduct H&I meetings/presentations in the facility being served according to acceptable procedures.
- d. Shall inform the facility coordinator well in advance when unable to conduct a regularly scheduled meeting.
- e. 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.
- f. Shall be responsible for panel members in the meeting.
- g. May be removed from panel assignment because of absence without proper notice and/or not making adequate arrangements for a replacement to conduct the meeting.

Discussion Leader

- a. Must have served at least once as a Panel Member prior to leading discussion.
- b. Must have served at least once at the individual facility for which they have been assigned to be discussion leader.
- c. Shall introduce a topic or leader discussion at an H&I Meeting.
- d. Shall give other panel members, the chairperson, and attendees, adequate time to give responses or speak during an H&I Meeting.
- e. Shall exercise discretion and responsible judgment when introducing a topic or leading a discussion.
- f. May be removed from panel assignment because of absence without proper notice and/or not making adequate arrangements for a replacement to conduct the meeting.
- g. May only use NA-approved literature when introducing a topic or leading a discussion.
- h. Shall adhere to NA's primary purpose and message of recovery.

Panel Member

- a. Shall serve for one meeting at a time.
- b. Shall take an active role in a meeting as a speaker or in whatever other acceptable capacity as may be requested by the chairperson.
- c. Shall adhere to the rules of the facility wherein he/she is, in fact, a guest.
- d. Shall always keep in mind that he/she may be seen as a representative of Narcotics Anonymous and should conduct himself/herself responsibly.
- e. May resign as a panel member by giving notice to the chairperson or any elected officer.

Other Requirements

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

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

All H&I members carrying the message through H&I must always keep in mind 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 to 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 to 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 generally frowned upon by the facility and by many of the residents.
7. Always remember we are GUESTS of the facility and, therefore, MUST comply with their wishes.

The above-described rules and requirements are *not* comprehensive. Reasonable discretion and judgment are *required* by our service members. Conflicts involving service members with other service members, residents, and/or facilities may result in suspension and permanent removal of the offender(s) from the NAASC H&I Subcommittee as described further below.

Budgeting and Purchasing

The Facilitator or Co-Facilitator shall present a semi-annual budget (January – June, and July – December) during the required NAASC monthly meeting for review and consideration. Purchasing of materials shall be the responsibility of the Facilitator. Reimbursement of expenses shall be coordinated at the are level with the Treasurer or Co-Treasurer.

Conflict Resolution and Conclusion

These GUIDELINES and PROCEDURES are submitted for the guidance of the NAASC H&I Subcommittee membership so that a smooth and consistent program can be maintained for the benefit of addicts being served in institutions and hospitals. Any unusual situations that might arise should be discussed with the elected officers of H&I who, in turn, will take steps to get clarification from the facility authorities. Individual members of H&I should not attempt to discuss any problems encountered in a meeting/presentation with the personnel of the facility in question.

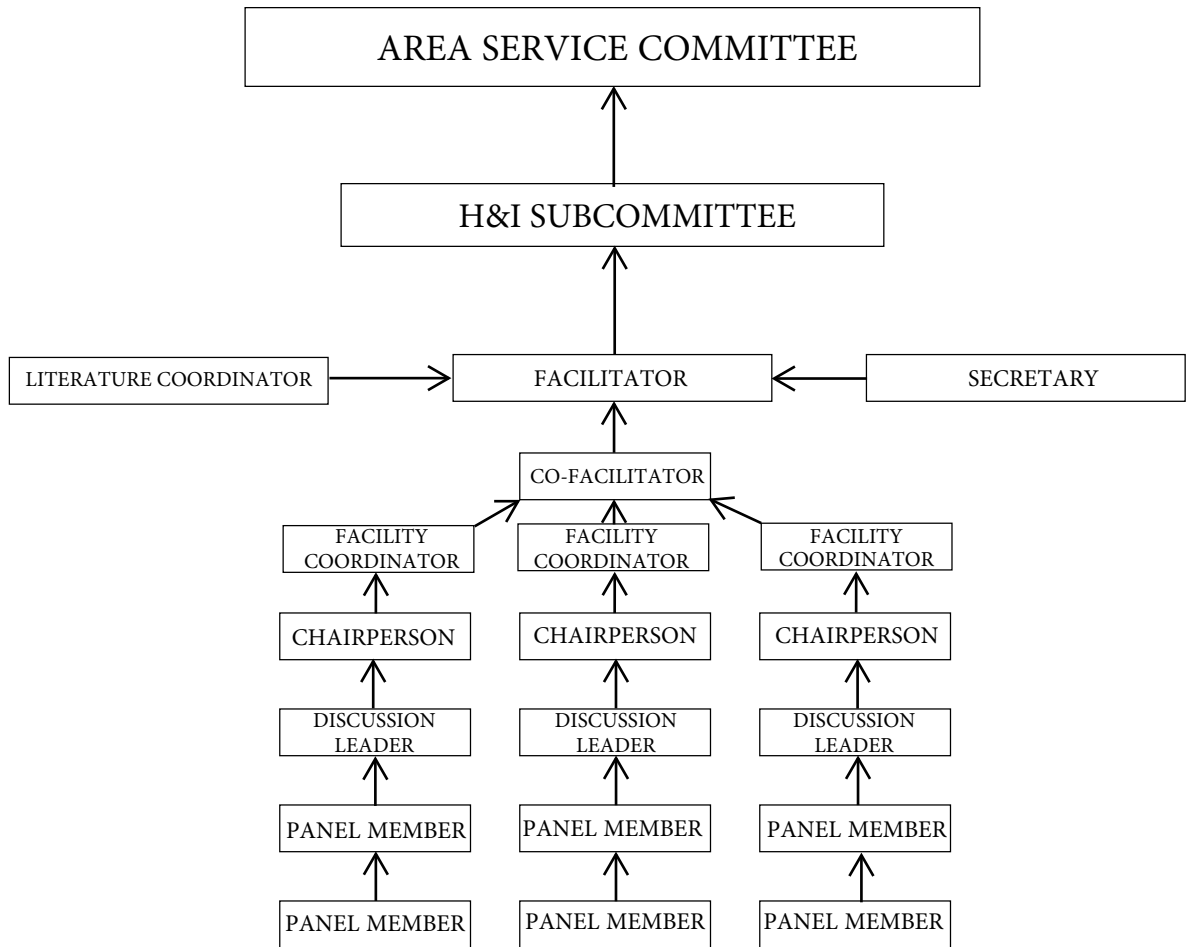
The Elected Officers have discretion and authority to temporarily or permanently remove any service member from any meeting for conduct or behavior that is deemed unbecoming, dangerous,

or destructive towards other service members, residents, or facilities. Any service member that has been temporarily or permanently suspended will be notified in writing by the facilitator.

A suspended service member may appeal their suspension to the NAASC H&I Subcommittee at the next regular meeting and be reinstated by a two-thirds majority vote by eligible voting members. If a suspended service member is not reinstated by vote, they may appeal their suspension to the NAASC by contacting the facilitator at facilitator@northatlantana.org.

Adherence to these guidelines will minimize confusion and misunderstanding within the H&I 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.

NORTH ATLANTA H&I SUBCOMMITTEE
SERVICE STRUCTURE



This is our typical structure. Some leadership roles may be vacant from time-to-time. At least 2 service members (a chairperson and discussion leader) are required to attend each H&I meeting. Roles and responsibilities for each position are outlined in our H&I Subcommittee policy and discussed during orientation.

B. Hospitals and Institutions Subcommittee

1. Purpose and Function of Subcommittee: establish and carry H&I meetings to addicts who do not have full access to regular NA meetings.
2. Hospitals and Institutions Facilitator Requirements and Responsibilities
 - a. Facilitator will have a minimum two years of continuous clean time.
 - b. Facilitator will have a working knowledge of the Twelve Steps, Twelve Traditions, Twelve Concepts, the GLS, the NA H&I Handbook, and current NAASC Policies and Guidelines.
 - c. Facilitator will ensure that the purpose and function of the subcommittee is fulfilled.
 - d. Facilitator will schedule and oversee monthly meetings of the subcommittee.
 - e. Facilitator will present a written subcommittee report each month to the NAASC.
 - f. Facilitator will offer orientation to their successor.
 - g. Facilitator will submit an itemized budget proposal to the NAASC.
 - h. Facilitator will attend the quarterly Regional H&I Subcommittee meeting.
 - i. Facilitator may choose to attend the monthly meeting of the Metro Atlanta Task Panel.
 - j. Facilitator will fulfill any additional duties as provided for by these Policies and Guidelines.
3. Hospitals and Institutions Co-Facilitator Requirements and Responsibilities
 - a. Co-Facilitator will have a minimum one year of continuous clean time.
 - b. Co-Facilitator will have a working knowledge of the Twelve Steps, Twelve Traditions, Twelve Concepts, the GLS, the NA H&I Handbook, and current NAASC Policies and Guidelines.
 - c. Co-Facilitator will assist the Facilitator in the duties of the subcommittee.

- d. Co-Facilitator will assume the duties of the Facilitator at the NAASC in the absence of the Facilitator.
- e. Co-Facilitator will fulfill any additional duties as provided for by these Policies and Guidelines.