

**NARCOTICS ANONYMOUS
SANTA CRUZ HOSPITALS AND INSTITUTIONS
SUB-COMMITTEE GUIDELINES
January 2016**

**1. DEFINITIONS AND PURPOSE OF THE H&I SUB-COMMITTEE
(An SCASC Subcommittee)**

The Santa Cruz County H & I Sub-committee is a volunteer group from the fellowship of Narcotics Anonymous, existing for the express purpose of carrying the NA message of recovery to men and women addicts confined in correctional institutions, hospitals and recovery centers. To be effectively helpful to inmates, patients and residents, we must abide by institutional rules and further impose certain standards on ourselves.

2. FUNCTIONS OF THE H&I SUB-COMMITTEE:

- A. The communication and distribution of all information to and from all institutional meetings through their respective secretaries.**
- B. The distribution of Narcotics Anonymous literature to said representatives.**
- C. To conduct a monthly business meeting.**
- D. To provide an H&I service representative for active participation in the Northern California Regional H&I PR Sharing Forum of Narcotics Anonymous.**
- E. Business will be conducted by the present committee members.**
- F. All administration members (except the Chairperson will count as a vote to make up the quorum).**
- G. Secretaries of meetings shall all have a vote. (In the case of a shared meeting, each of the meetings secretary's votes will count towards the total number for achievement of quorum). (Quorum requires enough voting members to be present to represent 2/3rds of all meetings.)**
- H. Any member shall have a vote after two consecutive appearances at the H&I Sub-committee meeting.**

3. STRUCTURE OF ELECTED OFFICERS:

- A. A Board of Officers shall consist of a Chairperson, Vice-Chairperson, Secretary, Treasurer, Literature person and Regional Representative. All officers are to be elected by a majority vote by the committee at large.**
- B. Eligible voters include: all officers (except Chairperson), meeting secretaries, and special committee members (as determined by the H&I committee) who have been in attendance at least two (2) consecutive general committee meetings immediately prior to an election. (Nominations held May, elections June.)**
- C. In the case of more than two nominations for any office, a second run-off ballot shall be taken of the two top names. All officers are elected for a term of one (1) year, and will be eligible for re-election for a second term of one (1) year, followed by two (2) years of ineligibility.**
- D. Any committee officer may be removed during his/her office by a two-thirds (2/3) quorum of the H&I committee.**

- E. In the case of resignation by the Chairperson, the Vice-Chairperson shall assume the position of the Chair for the remainder of his/her term, with a vote of confidence from the committee. If that position is declined by the Vice-Chairperson, an election shall be held. In the event of resignation by the Secretary or Treasurer, the position shall be held abeyance for a period of not more than one month until a willing member from the fellowship and/or the present committee has found someone to serve the position. In the case of resignation by Secretary or Treasurer the Chairperson may designate a trusted servant to handle funds or act as Secretary or assume either responsibility.**

4. QUALIFICATIONS AND DUTIES OF OFFICERS:

A. CHAIRPERSON

Requirements:

- A. Two (2) years clean time, and six months current activity with the Santa Cruz H&I Sub-committee.**
- B. A working knowledge of the Steps, Traditions and Concepts.**

Responsibilities include:

- 1. Brings pertinent information to the general meeting and issues to be acted upon by the committee.**
- 2. Keeping the meeting in order.**
- 3. Appoints special committee members when required, i.e. an ad hoc committee.**
- 4. Ensures that the Traditions and Concepts are upheld.**
- 5. Must attend the monthly SCASC meeting.**
- 6. Maintains a link of communications with the Regional H&I PR Sharing Forum, SCASC, Area P.R. and other Area Service committees.**
- 7. Casts the deciding vote in the event of a deadlock within the H&I.**
- 8. May at anytime visit any meeting at any facility served by H&I for purposes beneficial to H&I, including offering assistance to the secretary. To attend, where possible, each meeting once annually. (Can split this responsibility with the Vice-Chairperson.)**
- 9. Maintain a link of communications with all institutions where H&I meetings are held.**

B. VICE-CHAIRPERSON

Requirements:

- A. Two (2) years clean time and six (6) months current activity with Santa Cruz H&I Sub-Committee. The Vice-Chairperson assumes the responsibility of the Chair in the event of his/her absence and also coordinates new meetings.**
- B. A working knowledge of the Steps, Traditions and Concepts**

Responsibilities include:

- 1. Keeps the meeting in order when needed.**
- 2. Ensures that the Traditions and Concepts are upheld.**
- 3. Maintains a link of communication with SCASC.**
- 4. May at any time visit any meeting at any facility served by H&I, offering assistance to the Secretary. To attend, where possible, each meeting once annually. (Can split this responsibility with the Chair.)**
- 5. To review all hospital, institution and recovery center guidelines, rules and regulations, and keep the committee informed of said rules.**

C. TREASURER

Requirements:

- A. Two (2) years clean time and six (6) months of current activity with the Santa Cruz H&I Sub-Committee.**
- B. A working knowledge of the Steps, Traditions and Concepts**

Responsibilities include:

- 1. Responsible for requesting rent check at SCASC as required.**
- 2. Ensuring rent for sub-committee meeting is paid timely.**
- 3. Is responsible for any funds spent or incurred by ad hoc committees.**

D. COMMITTEE SECRETARY

Requirements:

- A. One (1) year clean time and six (6) months current activity with Santa Cruz H&I Sub-Committee.**

B. A working knowledge of the Steps, Traditions and Concepts

Responsibilities include:

- 1. To record the minutes of all meetings.**
- 2. To copy and distribute said minutes to the Chairperson and Vice-Chairperson prior to Area service.**
- 3. To keep a record of all current hospitals, institutions, and recovery center guidelines, rules, regulations, addresses and contact persons.**
- 4. To keep an active list of all meetings, days and times, and secretaries' email addresses and phone numbers.**
- 5. Provide written Agenda for the monthly meeting.**

E. LITERATURE PERSON

Requirements:

- A. One (1) year of clean time and six (6) months current activity with Santa Cruz H&I Sub-Committee**
- B. A working knowledge of the Steps, Traditions and Concepts**

Responsibilities include:

- 1. Maintain an up-to-date inventory of literature.**
- 2. Disperse NA conference approved literature to meeting secretaries via approved literature order forms made available at the H&I Sub-committee meeting.**
- 3. Record all incoming and outgoing literature.**
- 4. Provide to the H&I Sub-committee a monthly statement of literature dispensed and purchased. Make all records available to the SCASC upon their request.**
- 5. Order and receive NA conference approved literature from the Regional NA Office, World Service or the SCASC depending on literature availability. Attend SCASC to place a motion for funds for payment of said literature.**
- 6. Stamp all literature with the H&I stamp and Hotline number for the Santa Cruz Area H&I prior to distribution.**
- 7. Complete a physical inventory of all literature every six months and report to the committee.**

F. Regional H&I PR I Sharing Forum Representative

Requirements:

A. One (1) year of clean time and six (6) months current activity with Santa Cruz H&I Sub-Committee.

B. A working knowledge of the Steps, Traditions and Concepts

Responsibilities include:

- 1. Travel to Regional H&I PR Sharing Forum 6 times a year at RSO in Fairfield or via conference call. Representative is reimbursed for travel through SCASC.**
- 2. Report to H&I sub-committee pertinent information from Regional H&I PR Sharing Forum.**

G. Secretary Trainer

Requirements:

A. One (1) year of clean time and six (6) months current activity with Santa Cruz H&I Sub-Committee.

B. A working knowledge of the Steps, Traditions and Concepts

Responsibilities include:

- 1. Provide meeting secretaries with the necessary information to carry a clear H&I NA message to institutions and facilities.**
- 2. Report to sub-committee any pertinent information.**

SPECIAL COMMITTEE MEMBERS

H. JAIL, PRISON and JUVENILE FACILITIES COORDINATORS

Requirements:

A. Two (2) years clean time, and six (6) months current activity with the Santa Cruz H&I Sub-Committee.

B. A working knowledge of the Steps, Traditions and Concepts

Responsibilities include:

- 1. Attends monthly H&I Sub-Committee meetings.**
- 2. Ensures that the Traditions and Concepts are upheld.**
- 3. Ensures that a clear NA message of recovery is being carried into the facilities.**

4. **Maintains communications with the secretaries of meetings at each institution.**
5. **Provides secretary training related to the rules and regulations of the particular institution (if necessary).**
6. **Is responsible for institution clearances.**
7. **Attends institution meetings upon request.**

I. MEETING SECRETARIES

Requirements:

- A. **Six (6) months clean time. He or she will qualify to the committee.**
- B. **A working knowledge of the Steps, Traditions and Concepts**

Responsibilities include:

1. **Carry a clear NA message of recovery**
2. **Willingness to complete a one year term after which, “in the spirit of rotation” the meeting will be open for new secretaries.**
3. **Attend monthly H&I Sub-Committee meeting.**
4. **Must have knowledge of the rules and regulations for the facility they secretary.**
5. **Secretaries should inform prospective speakers of the type of facility they will be speaking at (rules, regulations and atmosphere).**
6. **It is the secretaries’ responsibility to redirect the meet subject to recovery should the topic become diluted, keeping the meeting recovery orientated.**
7. **Maintain a constant communication with the H&I Chairperson and Vice-Chairperson, updating them on any problems or changes that affect their meeting.**
8. **Maintain an adequate supply of NA Conference approved literature at the facility they represent. When passing secretary commitment to the next member agrees to accompany replacement to facility to familiarize them with procedures at facility or institution.**

IMPORTANT NOTE: If the meeting secretary is unable to attend the meeting assigned to them, they must make arrangements for a qualified substitute, and inform the H&I Chairperson or Vice-Chairperson. This contact is mandatory. Failure to attend (2) two meetings of the H&I Sub-Committee in succession, or failure to inform the Chairperson or Vice-Chairperson with substitutions for your meetings is grounds for possible removal from your responsibility as secretary. Special exceptions will be reviewed by the Chair and Vice-Chair and they should be contacted.

J. INMATE CORRESPONDANCE COORDINATOR

Requirements:

- A. One (1) year clean time, and six (6) months current activity with the Santa Cruz H&I Sub-Committee.**
- B. A working knowledge of the Steps, Traditions and Concepts**

Responsibilities include:

- 1. Attend monthly H&I Sub-Committee meeting.**
- 2. Coordinate all correspondence to and from the inmates and the volunteers writing to them.**
- 3. Maintain the H& I P.O. Box 1613, Capitola, C 95010.**
- 4. Actively seek out new members of NA to volunteer their services/time to write inmates and for sponsorship through the mail.**
- 5. Communicate any problems in your duties to the H&I subcommittee.**

K. SPEAKER REQUIREMENTS

Requirements:

- A. Each speaker is required to have at least ninety (90) days of clean time for non-institutional facilities and two (2) years of clean time for institutional facilities.**
- B. Speakers must keep in mind that they are viewed as a representative of NA and should conduct themselves responsibly as a member.**
- C. A working knowledge of the Steps, Traditions and Concepts.**
- D. Should take responsibility for understanding and adhering to the institutional rules and regulations.**
- E. The speakers' purpose at each meeting is to carry a clear NA message.**

5. GENERAL INFORMATION

- A. Any member of the H&I Sub-Committee is automatically disqualified from any institutional activity of any nature with the loss of his or her clean time. In this case, previous H&I members become eligible when they can conform to the requirements herein set forth. In our definition: being 'clean' for the purposes of the H&I Sub-committee shall be defined as freedom from the use of any drugs. In NA we believe Alcohol is a drug**

- B. Any members who are not conforming to the aforementioned requirements, or who refuse to abide by the rules and regulations of the Institutions will automatically be relieved of any H&I Sub-committee assignments previously granted.**
- C. No member will be involved in any activities at any institution that may cause conflict or result in damage of:**
- D. Length of clean time, age and other requirements (such as dress code) for each institution is to be rigidly upheld by all secretaries and speakers.**
- E. NA Case Histories, Life Stories, NA principles and/or NA general information are to be main topics of an NA meeting conducted. All speakers and secretaries must strictly comply with this regulation. Focusing their talks and confining their message solely to the NA message.**
- F. Nothing will be given to, or taken from an inmate or patient, including messages, phone numbers, addresses and money.**
- G. No member of NA (with wants, warrants, summary probation or members on parole) will be allowed to participate in, or attend, NA meetings in any institution without the express clearance by the authorities of said institution.**
- H. Secretaries shall be responsible for the conduct of any speakers taken into the institution and will instruct said speakers in advance of the institutions rules and guidelines.**
- I. Printed instruction shall be compiled and edited to fit the specific requirements of each facility shall be furnished by the committee to each secretary so they will be fully knowledgeable of the responsibilities for this facility. Individualized material for facilities will also inform each secretary for their individual assignments for their service position.**
- J. Failure to comply with the aforementioned regulations shall be sufficient grounds for a review of the suitability of a secretary.**
- K. It is suggested that in order to assist the primary purpose of NA carrying our message of recovery into institutions, secretaries present the staff of each institution with the NA literature for this facility. All literature that is presented for review should be stamped with the NA hotline number and post office box information.**