

BEE HIVE AREA

HOSPITALS AND INSTITUTIONS

SUBCOMMITTEE POLICY

I. DEFINITION AND PURPOSE OF THE H&I SUBCOMMITTEE

The Bee-Hive Area H&I Subcommittee is a volunteer group of members of Narcotics Anonymous, which exists for the purpose of carrying the NA recovery message to addicts in hospitals, recovery houses, prisons, and related facilities. To be helpful to the residents, we are governed by the individual rules of the facility and further impose certain standards on ourselves. This committee is a subcommittee of the Bee-Hive ASC. We shall maintain effective liaison and complete accountability to that committee. Regular business meetings are to be held on the second Sunday of every month. These meetings will be held at Unity Church on S. Grant St. in Wilkes-Barre.

II. FUNCTIONS OF THE SUBCOMMITTEE

1. Communication and disbursement of all information to and from all panels through their panel leader.
2. The distribution of Narcotics Anonymous literature to panel leaders.
3. To conduct a monthly business meeting.
4. To provide an H&I service representative for participation in the regional H&I subcommittee.
5. To coordinate the development of any new H&I meetings/presentations.
6. The election of panel coordinators to communicate with the facilities and panel leaders to conduct the H&I meetings/presentations.

III. ELECTED OFFICERS

The H&I subcommittee's officers shall consist of a chairperson, a vice-chairperson, and secretary. All officers are to be elected by a majority vote of the subcommittee at large, except for the chairperson, who is elected by the area service committee.

Eligible voters on the H&I subcommittee include: Officers (except chairperson, who only votes in the case of a tie), panel coordinators, panel leaders, and panel members who have been in attendance at two consecutive subcommittee meetings.

All officers are elected for a term of one year and will be eligible for reelection for a second term of one year, followed by two years of ineligibility.

Any subcommittee officer, except for the chairperson, may be removed from office by a majority vote of the H&I subcommittee.

In the case of resignation, the vice-chairperson shall automatically assume the position of chairperson until the ASC is able to elect a new chairperson. The vice-chairperson may decline; however, in which case the area vice-chairperson will assume the duties of chairperson until the area is able to elect a new chairperson. In the event of resignation by the secretary, the position shall be held open for a period of one month or until a willing member from the fellowship is found to serve in the position.

IV. QUALIFICATIONS AND DUTIES OF OFFICERS

A. Chairperson

Requires eighteen (18) months of continuous clean time, plus a minimum of six (6) months involvement in H&I work. One-year commitment.

1. Prepares the monthly subcommittee agenda; brings before the general meeting of the subcommittee matters they should act upon.
2. Carries out policies and orders for the subcommittee.
3. Appoints special subcommittee members when required.
4. Represents the H&I subcommittee at the area level.
5. Attends the regional H&I subcommittee meetings or designates a proxy.
6. Keeps order in the subcommittee meeting.
7. Keeps discussion on the topic at hand.
8. Teaches the vice-chair the responsibilities of the position.
9. If the chairperson misses two consecutive H&I meetings or ASC without due cause, the committee will seek direction from ASC in finding a chairperson.

B. Vice-Chairperson

Requires one (1) year of continuous clean time, plus a minimum of six (6) months involvement with H&I work. One-year commitment.

1. The vice-chairperson assumes the responsibilities of the chairperson in the event of his/her absence.
2. Coordinates new panels until a panel coordinator is assigned.
3. Helps the chair maintain order.
4. Attends institutional presentations on a monthly basis, or as directed by the chair.
5. Attends meetings with institution leaders and chair of the H&I committee.
6. If the vice-chairperson misses two consecutive H&I meetings without good cause, the committee may seek a new vice chair.

C. Secretary

Requires six (6) months continuous clean time, plus a minimum of three (3) months involvement with H&I work. One-year commitment.

1. Takes minutes of all subcommittee meetings.
2. Keeps records of all subcommittee members, including addresses and telephone numbers.
3. Maintains a current list of speakers, phone lines, and panel members.
4. If the secretary misses two consecutive H&I committee meetings without due cause, the committee may seek a new secretary.

D. Panel Coordinator

Requires eighteen (18) months continuous clean time, plus a minimum of six (6) months involvement with H&I work. One-year commitment. To act as a liaison between the subcommittee, panel leaders, and institutions.

1. Instructs panel leaders in facilities requirements, regulations, and general rules covering H&I meetings/presentations.
2. Responsible for orientation for new and returning Panel Leaders.
3. Keeps records of all hospital, institutional, and recovery-house guidelines, rules, and regulations.
4. Maintains a current list of panel leaders, and a list of institutional presentations.
5. Maintains regular contact with the panel leaders.
6. Keeps an open line of communication with the facility.
7. Calls upon the officers and general subcommittee membership for any necessary assistance.
8. Shall meet with the administrations of facilities in the interests of harmony.
9. Shall make sure that the panels are filled for scheduled meetings for which he/she is the coordinator.
10. If the panel coordinator misses two consecutive H&I committee meetings without due cause, the committee may seek a new panel coordinator.

E. Panel Leader

Requires at least six (6) months continuous clean time, unless otherwise required by the facility, be oriented by an active panel leader, and have a willingness to be of service. Elected by the H&I subcommittee at one of its regular meetings, after being cleared by the facility when necessary.

1. New Panel Leaders must attend (2) sit-in's with active Panel Leader.
2. Be oriented by Panel Coordinator (which includes orientation packet and listen to CD).
3. Panel Leaders that have not been active for three years must be reoriented
4. Should be familiar with the subcommittee and facility rules.
5. Reminds the panel members of both facility and subcommittee rules.
6. Attends the regular H&I subcommittee meetings.
7. Make sure the supplies are available (literature, etc.) and that the meeting/presentation goes as it is scheduled.
8. Any problems with staff or facility will be brought back for the subcommittee to resolve.
9. If the panel leader misses two consecutive H&I committee meetings without due cause, and does not forward a report, the committee may seek a new panel leader.

F. Panel Members

The panel leader selects a panel from the current H&I volunteer list. The panel may also include a member who is currently in the H&I panel orientation process (this member is there to observe and learn only). No panel member is to have less than three (3) months continuous abstinence from all drugs. It is suggested that the panel leader should make these panel members aware of all their responsibilities during the orientation stage.

G. Literature Coordinator

Requires one (1) year continuous clean time, plus a minimum of six months involvement with H&I. One year commitment.

1. Shall fill literature orders for each facility.
2. Shall keep a continuing record of literature distributed to panel leaders.
3. Shall make a report at the regular H&I subcommittee meetings on literature distributed.
4. Shall work with the chairperson to ensure that necessary literature is obtained from the ASC as per the H&I subcommittee budget.
5. Shall stamp all literature with the NA Helpline number.
6. If the literature coordinator misses two consecutive H&I committee meetings without due cause, and does not forward a report, the committee may seek a new literature coordinator.

V. VOTING PROCEDURES-PRIVILEGE OF VOTE

1. To vote, you must be a H&I subcommittee member and attend two (2) consecutive H&I subcommittee meetings.
2. If you are a panel member but miss two (2) consecutive H&I subcommittee meetings, you lose your voting privileges.

VI. PROCEDURES IN VOTING

1. A motion can only be made by a H&I subcommittee member who has attended (2) consecutive H&I subcommittee meetings with the exception of the H&I chairperson.
2. If a motion is brought up that would affect policy, a quorum (50% plus 1) of the committee voting members must be present for a vote to be taken.
3. On motions made that would not affect policy, the majority of voting members present rules.
4. All motions that are debatable must be seconded, opened for three questions, opened for two cons and two pros, and then voted on.
5. A motion can only be amended by the motion maker.
6. It is the chairperson's responsibility to have the motion announced before the vote and to announce the outcome after the vote.

7. All motions must be submitted in writing.
8. Voting members present may table a motion with the majority vote.
9. It is the chairperson's responsibility to break a tie vote. The chair cannot abstain.
10. A motion may be withdrawn at any time preceding the vote by the motion maker.
11. If a motion is voted down, it cannot be brought back to the floor for ninety (90) days.

VII. GENERAL INFORMATION

1. All members must abide by the rules and regulations of the H&I subcommittee in all facilities that it serves. Any violation will be reviewed by the subcommittee and members may be relieved of any H&I assignment.

2. No meeting in this area calling itself a Narcotics Anonymous H&I presentation shall have a direct affiliation with any institution, except under the direct supervision of this committee in cooperation with the ASC.

3. No H&I member will involve themselves with any other activity at the institution that this committee serves which may result in conflict or damage to A) the patient/inmate inside the institution, or B) the working ability and privilege of this committee to carry the message inside the institution. For these reasons, no H&I member will not interfere with or use influence in any institution, court, hospital, nor with any judge, doctor, probation officer or parole officer, nor will he or she make any comments or promises regarding employment, parole, probation, or medical problems. We carry only the message of Narcotics Anonymous recovery through spiritual principles.

4. Length of clean time required by each institution is to be rigidly upheld by all H&I members.

5. It is suggested that all H&I members have a working knowledge of the 12 steps and 12 traditions through application.

6. Finally, since the purpose of the H&I committee is to share their experience, strength, and hope through the N.A. message, it is hoped that all H&I participants in these presentations try to get the patients/inmates involved with the presentation through reading, identifying, sharing, etc.

VIII. DO'S AND DON'TS FOR H&I WORK

DO'S

1. Do make meeting lists available to residents
2. Do start and end on time
3. Do try and get residents involved, especially those in long-term facilities
4. Do obey all dress codes; exercise common sense and respect for the facility in what you wear.
5. Do keep staff aware of your whereabouts at all times.
6. Do follow all security regulations at all times.
7. Do stamp all literature you bring into the institution with the local helpline number.
8. Do screen all panel members carefully, especially regarding clean time requirements of the facility and probation/parole status.

DON'TS

1. Don't break another person's anonymity.
2. Don't get involved in discussion about an inmate's guilt or innocence.
3. Don't debate any issues involving institution rules or regulations.
4. Don't discuss conditions within the facility or express opinions about the staff.
5. Don't debate which drugs are acceptable. N.A. is a program of complete abstinence from all drugs.
6. Don't give or accept gifts.
7. Don't carry excessive cash or wear expensive or flashy jewelry.

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8. Don't show any favorites to any inmate/patient.
9. Don't mail letters into or out of the institution (unless otherwise advised).
10. Don't give out any person's address or phone number without permission.
11. Don't carry in any contraband items, such as cigarettes (if applicable) or weapons.

REMEMBER AT ALL TIMES THAT YOU HAVE A RESPONSIBILITY TO THE INSTITUTION, TO THE INMATE/PATIENT, AND TO N.A.

IF YOU OBSERVE THE ABOVE SUGGESTIONS AND FOLLOW THE 12 TRADITIONS, YOU WILL UPHOLD YOUR RESPONSIBILITY TO ALL THREE.

MISSION STATEMENT

THAT NO ADDICT SEEKING RECOVERY NEED EVER DIE WITHOUT HAVING HAD A CHANCE TO FIND A NEW WAY TO LIVE.

MAY WE, AS A SUBCOMMITTEE, ALWAYS DO OUR BEST TO ADEQUATELY PROVIDE THAT CHANCE FOR ALL ADDICTS WE ENCOUNTER, WHETHER IT BE IN A FACILITY OR ELSEWHERE.

WE HAVE A FIRM TESTIMONY THAT THE THERAPEUTIC VALUE OF ONE ADDICT HELPING ANOTHER IS WITHOUT PARALLEL.

WE WISH TO FURTHER OUR TESTIMONY BY SERVING OUR HIGHER POWER AND MEETING THE NEEDS OF OUR LOCAL AREA AS DIRECTED BY OUR GROUP CONSCIENCE.

June 2010