

1

H & I GUIDELINES

2

UWANA H&I SUBCOMITTEE

3



4

Adopted June, 2019
Amended June, 2021

1

2 Contents

3 Hospitals & Institutions Guidelines3

4 United Wasatch Area of Narcotics Anonymous3

5 Mission Statement3

6 Guiding Documents.....3

7 ARTICLE I. Definition and Purpose of the H&I Subcommittee3

8 A. Purpose of an Area H&I Subcommittee3

9 B. Definition of the H&I Subcommittee4

10 ARTICLE II. Functions of the United Wasatch Area H&I Subcommittee.....4

11 ARTICLE III. Membership.....5

12 ARTICLE IV. Voting and Eligibility.....5

13 ARTICLE V. Elections.....5

14 ARTICLE VI. Subcommittee Trusted Servant Positions.....6

15 Positions, Qualifications and Duties6

16 A. Chairperson6

17 B. Vice Chairperson.....6

18 C. Secretary.....7

19 D. Literature7

20 E. Panel Coordinator.....7

21 F. Panel Leader8

22 G. Panel Member8

23 H. Committee Member8

24 I. Guest Panel Speakers9

25 J. Out of Town Members9

26 Voting Members.....9

27 Non-Voting Members.....9

28 Ad-Hoc Committees9

29 ARTICLE VII. H&I Subcommittee Process for How to Initiate Panel Meetings9

30 ARTICLE VIII. General Information / Do’s and Don’ts 10

31 General Information:..... 10

1	Do's & Don'ts	10
2	Do's.....	10
3	Don'ts	11
4		
5		
6		
7		
8		
9		
10		

1 “The Area H&I committee is a subcommittee of the Area Service Committee (ASC.) It meets
2 regularly, and its chair reports to, and is accountable in all matters to the ASC. The
3 subcommittee is composed of an H&I Chairperson, H&I Vice Chairperson, H&I Secretary, and
4 other elected officers, as well as any other members of the fellowship who wish to be involved.
5 Here is what the subcommittee does:
6

- 7 1. Provides a monthly forum to pool experiences. “I can’t – we can.”
- 8 2. Prepares H&I Policies and Guidelines for H&I Subcommittee’s and ASC’s approval.
- 9 3. Serves as a communications link between local H&I meetings /presentations and H&I
10 subcommittees at the regional and world levels.
- 11 4. Selects the members who are to conduct the H&I meetings.
- 12 5. Serves as a distribution point for literature for the meetings and reports these transactions
13 to the ASC.
- 14 6. In cooperation with PI, makes all initial contact with facilities.
- 15 7. Conducts learning days, workshops, and orientations on relevant topics.
- 16 8. Is responsible for all H&I oriented services within the Area.”
17 *(From WSO H&I Handbook, p.52)

18 19 B. Definition of the H&I Subcommittee

20
21 This committee is a Hospitals and Institutions (H&I) Subcommittee of the United Wasatch Area
22 (UWANA) and shall service facilities and panels in the United Wasatch Area. It is directly
23 responsible to the United Wasatch Area and ultimately to the groups we serve.
24

25 The United Wasatch Area H&I Subcommittee is a volunteer group of Narcotics Anonymous,
26 which exists for the purpose of carrying the NA recovery message to addicts in hospitals,
27 recovery houses, prisons and related facilities. To be helpful to those addicts, we are governed by
28 the individual rules of each facility, and may further impose certain additional standards on
29 ourselves.
30

31 The United Wasatch Area H&I Subcommittee initiates, coordinates, and conducts H&I meetings
32 /presentations in the Area but may use other methods, such as distributing literature and meeting
33 lists, to make recovery more available to the addict in these facilities. Regular business meetings
34 shall be held every month to ensure our primary purpose is being carried out, and to communicate
35 with each other how to better carry the NA message to the addicts in these facilities. This concept
36 should always be our primary purpose; so that when an addict who is housed in a Correctional
37 Institution, Hospital or Recovery House reaches out for recovery, Narcotics Anonymous will be
38 there.
39

40 ARTICLE II. Functions of the United Wasatch Area H&I Subcommittee

- 41
42 A. Carry the NA message to residents of facilities that have little or no access to a regular NA
43 meeting, wherever possible in the United Wasatch Area, through our H&I panels. The NA
44 message is carried through H&I commitments, distributing literature, and other activities.
- 45 B. Conduct a monthly business meeting.

- C. Conduct H&I activities consistent with NA Principles and Traditions.
- D. Provide an H&I Service Representative for participation in Regional H&I Subcommittee meetings.
- E. Provide regular orientation for all subcommittee members.
- F. Provide a United Wasatch Area annual budget three months prior to the end of the fiscal year.
- G. Provide Panel Coordinator(s) to communicate with facilities and Panel Leaders responsible for conducting H&I meetings in these facilities.

ARTICLE III. Membership ¹

- A. Membership is on a voluntary basis, and shall be open to any member of NA willing to participate. It is strongly suggested that all United Wasatch Area H&I members have a working knowledge of the Twelve Steps and Twelve Traditions of NA.
- B. All members must complete an orientation to H&I guidelines and work before they are eligible to vote and participate in carrying our message into facilities.
- C. A Panel Member must have six (6) months clean time to attend, and six (6) months clean time to share on a panel. (Clean time for the purpose of this subcommittee shall be defined as abstinence from all drugs.). Anyone with six (6) months clean, and who has a clear and consistent Narcotics Anonymous message that they are willing to share, is well suited for H&I work.
- D. Panel Leaders (as differentiated from Panel Members), who do not submit a written report six (6) times in a twelve (12) month period to the H&I Subcommittee shall be questioned regarding their commitments as a willing Panel Leader. He/she may be reviewed and voted on whether to be relieved of his/her subcommittee assignments
- E. Any member of the United Wasatch Area H&I Subcommittee is automatically disqualified from further H&I activity upon relapse, but may again become eligible when he/she can conform to the requirements herein set forth.

ARTICLE IV. Voting and Eligibility

- A. Eligible voters include Panel Leaders, all elected officers and any member who has attended a United Wasatch Area H&I orientation and two consecutive H&I Subcommittee meetings.
- B. The Chairperson will vote only in case of a tie.
- C. Any member who has missed two (2) consecutive United Wasatch Area H&I subcommittee meetings will lose their vote until such time that he/she can conform to the eligibility requirements herein set forth (they must attend two consecutive meetings again).
- D. Any change to these H&I Guidelines requires a two-thirds majority vote.

ARTICLE V. Elections

All elections for this subcommittee will be conducted every December at the H&I Subcommittee

meeting.

- A. Nominations are open from the floor for any qualified individual with a second by a voting participant.
- B. Nominee must be present and accept the nomination.
- C. Terms of office are one (1) year.
- D. It is expected the Vice Chairperson commitment for two (2) years, becoming the Chairperson in the second year.
- E. No trusted servant may serve more than two (2) consecutive years, in any position.
- F. Resignations must be submitted to the H&I Subcommittee a minimum of one (1) month prior to the effective date.

ARTICLE VI. Subcommittee Trusted Servant Positions

The H&I Service Board of executive administrative officers will consist of a Chairperson, a Vice Chairperson, a Secretary, Literature Chair and a Panel Coordinator. All officers are to be elected by majority vote of eligible H&I Subcommittee Voters. It is suggested that all elected trusted servants of this subcommittee shall serve a term of one year. ***All officers should have applicable knowledge and understanding of the Hospital and Institution Handbook.*** Any H&I Subcommittee Officer or Member who relapses will be automatically removed from his/her service position.

In case of resignation by the Chairperson, the Vice Chairperson will automatically assume the position of Chairperson and there shall be an election of a new Vice Chairperson. In the event the Vice Chairperson is unable, or unwilling to assume the position, the Panel Coordinator will act as Interim Chairperson, pending the election of a new Chairperson by the H&I Subcommittee and acceptance by the ASC. In the event of resignation of the Secretary, the Vice Chairperson shall also assume the position, pending the election of a new Secretary by the H&I Subcommittee.

Positions, Qualifications and Duties

A. Chairperson

- 1. Three (3) years clean time.
- 2. One (1) year activity in H&I work.
- 3. Working knowledge of the Twelve Steps & Twelve Traditions and be working with a sponsor in NA.
- 4. Conduct, organize, and attend the H&I Subcommittee Business meetings.
- 5. Attend UWANA ASC meetings.
- 5. Meet with the administrators of facilities as first point of contact, or in the interest of harmony, establish new meetings with the PI Chairperson and/or the Panel Coordinator.
- 7. Communicate with Regional H&I Panel Members for assistance/needs.
- 8. Create and appoint Ad-Hoc committees as needed.
- 9. Follow all H&I Do's and Don'ts as outlined in the H&I Handbook.
- 10. One (1) year commitment.

B. Vice Chairperson

- 1. Two (2) years clean time.
- 2. One (1) year activity in H&I work.

-
3. Working knowledge of the Twelve Steps and Twelve Traditions, and be working with a 1 sponsor in NA.
 4. Attend all H&I Subcommittee meetings.
 5. Commit to run for Chairperson upon completion of term as Vice Chairperson.
 5. Conduct the H&I Subcommittee meeting in the absence of the Chairperson.
 7. Work closely with the Chairperson on business matters and rules of order.
 8. Responsible for ordering and disbursement of literature for the Panel Meetings.
 9. Fill any vacant position(s) until the Chairperson appoints, or the committee elects a replacement.
 10. Follow all H&I Do's and Don'ts as outlined in the H&I Handbook.
 11. Two (2) year commitment, with the second year to be served in Chairperson role.

C. Secretary

1. One (1) year clean time.
2. Six (6) month's activity in H&I work.
3. Working knowledge of the Twelve Steps and Twelve Traditions and be working with a sponsor in NA.
4. Attend all H&I Subcommittee meetings.
5. Keep accurate minutes of all H&I Subcommittee meetings.
5. Circulate previous month's minutes prior to each Subcommittee meeting for approval and acceptance at the beginning of each meeting.
7. Keep all archives.
8. Follow all H&I Do's and Don'ts as outlined in the H&I Handbook.
9. One (1) year commitment.

D. Literature

1. One (1) year clean time.
2. Six (6) month's activity in H&I work.
3. Working knowledge of the Twelve Steps and Twelve Traditions and be working with a sponsor in NA.
4. Attend all H&I Subcommittee meetings.
5. Order and maintain literature for H&I panel meetings.
5. Maintain records of literature ordered and distributed.
7. Maintain an inventory of literature on hand.
8. One (1) year commitment.

E. Panel Coordinator

1. Two (2) years clean time.
2. One (1) year activity in H&I work.
3. Working knowledge of the Twelve Steps and Twelve Traditions, and be working with a sponsor in NA.
4. Attend all H&I Subcommittee meetings.
5. Actively communicate with all Panel Leaders monthly before all scheduled business meetings.
5. Keep close contact with the facilities and Subcommittee, meeting with administrators of the facility as needed, or as requested.
7. Coordinate with Panel Leaders to ensure all scheduled meetings are being supported.

8. Serve as primary point of contact for all facilities requiring clearance.
9. Coordinate with Panel Leaders and Secretary to maintain an updated list of all cleared H&I Members.
10. Coordinate with Panel Leaders to ensure strict adherence to all facility rules and guidelines.
11. Follow all H&I Do's and Don'ts as outlined in the H&I Handbook.
12. One (1) year commitment.

F. Panel Leader

1. One (1) year clean time.
2. Six (6) months activity in H&I work.
3. Working knowledge of Twelve Steps and Twelve Traditions, and be working with a sponsor in NA.
4. Attend all H&I Subcommittee meetings. Panel updates must be provided by either attendance, written update or by a designee.
5. Actively communicate with Panel Coordinator monthly before the scheduled business meetings.
6. Develop, uphold and maintain the assigned scheduled facility's meetings.
7. Conduct H&I facility meetings and presentations according to all approved guidelines in order to carry a clear NA message of recovery.
8. Update H&I Subcommittee with Facility Report of Meetings either by attendance, written submission or by a designee.
9. Maintain strict adherence by Panel Leaders, Panel Members, and Guest Panel Speakers in following all applicable facility rules and guidelines.
10. Inform Panel Members and Guest Panel Speakers about their responsibility to appropriately support the meeting.
11. Follow all H&I Do's and Don'ts as outlined in the H&I Handbook.
12. One (1) year commitment.

G. Panel Member

1. Six (6) months clean time.
2. Working knowledge of the Twelve Steps of NA and be working the steps with a NA sponsor.
3. Must attend two consecutive H&I Subcommittee meetings before attending a facility meeting AND satisfy any facility mandatory requirements.
4. Panel Members will be assigned to a specific facility (or facilities) and are responsible to attend at least one meeting of that assigned facility each month.
5. Conduct themselves in accordance with the Twelve Traditions.
6. Maintain strict adherence to, and follow all facility rules and guidelines.
7. Actively participate in meetings as a speaker, or in any other acceptable capacity as may be requested by the Panel Leader.
8. Follow all H&I Do's and Don'ts as outlined in the H&I Handbook.
9. Panel Members may resign by giving notice to the Panel Leader and the H&I Subcommittee Panel Coordinator.

H. Committee Member

1. Three (3) months clean time.
2. Regular NA meeting attendance and working with a NA sponsor.
3. Must attend two continuous H&I Subcommittee meetings before attending a facility meeting AND satisfy any facility mandatory requirements as a Non-Speaker.

4. Committee Members will be assigned to a specific facility (or facilities) and are responsible to attend at least one meeting of that assigned facility each month.

I. Guest Panel Speakers

1. Six (6) months clean time.
2. Working knowledge of the Twelve Steps of NA and be working the steps with a NA sponsor.
3. Must satisfy any facility mandatory requirements.

J. Out of Town Members

1. Six (6) months clean time.
2. Working knowledge of the Twelve Steps of NA and be working the steps with a NA sponsor.
3. Must notify H&I subcommittee prior to business meeting.
4. Must satisfy any facility mandatory requirements.
5. Coordinate any facility meeting attendance with Panel Leaders.

Voting Members

1. Chairperson (only votes in case of a tie)
2. Vice Chairperson
3. Secretary
4. Panel Coordinator
5. Panel Leaders
6. Panel Members
7. Committee Members

Non-Voting Members

1. Guest Panel Speakers
2. Out of Town Members
3. Observers
4. Any interested NA members who have not yet completed H&I Subcommittee requirements to become an H&I Member.

Ad-Hoc Committees

Ad-Hoc Committees may be organized as needed by the Chairperson or H&I Subcommittee. They are responsible to follow all guidelines of the H&I Subcommittee and ASC and to carry out the purpose for which it was established. Ad-Hoc Committees are dissolved upon completion of their primary purpose

ARTICLE VII. H&I Subcommittee Process for How to Initiate Panel Meetings

The initial request to start a H&I meeting at a new facility should be made through the H&I Subcommittee, 40 because we never act alone. Often, a facility will approach NA and ask to sponsor an NA Meeting. At other

1 times, an H&I Subcommittee member will approach a facility to initiate meetings. In either case, H&I
2 Subcommittee members may not speak on behalf of Narcotics Anonymous as a whole, since they speak only
3 for themselves, only sharing their story of experience, strength and hope. Furthermore, each member must
4 act responsibly relative to the requirements of the institution and the Twelve Traditions of Narcotics
5 Anonymous. As NA members, we need always use NA language to ensure a clear and consistent message of
6 recovery and reinforce the NA program.

7

8 ARTICLE VIII. General Information / Do's and Don'ts

9

10 General Information:

- 11 1. Any member of the H&I Subcommittee is automatically disqualified from further H&I activity
12 upon relapse, but may again become eligible when he or she can conform to the requirements in
13 these guidelines. Being clean for the purpose of this H&I Subcommittee shall be defined as complete
14 abstinence from all drugs.
- 15 2. Any member not conforming to these requirements or any other which might be added later, or
16 who refuses to abide by the rules and regulations of the facility, shall automatically be relieved of
17 any H&I Subcommittee assignments.
- 18 3. No Narcotics Anonymous meeting regularly conducted under the auspices of the H&I
19 Subcommittee shall be held in any facility except when directly supervised by the H&I
20 Subcommittee or its delegated leader. This appointment must be acceptable to the facility
21 being served.
- 22 5. Length of time clean required by each facility is to be strictly upheld by all H&I panel members.
- 23 6. You are reminded that the H&I Subcommittee exists to share the Narcotics Anonymous
24 message: our experience, strength and hope. H&I speakers should try to get residents involved
25 with the H&I meeting/presentation through reading materials as well as through question and
26 answer sessions. A personal contact may only be established with any resident, only upon their
27 release.

28

29 Do's & Don'ts

30

31 Do's

32

- 33 **Do make directories of outside meetings available to residents, in**
- 34 **adherence to facility rules.**
- 35 **Do clarify the rules with whomever you bring into the facility.**
- 36 **Do start and end on time!**
- 37 **Do emphasize that NA recovery is available to all addicts regardless of drugs used.**
- 38 **Do clearly state that Narcotics Anonymous is separate from the facility and from other**
- 39 **fellowships.**
- 40 **Do involve residents with the meeting, especially those in long-term facilities (readings, etc).**
- 41 **Do obey the dress code, and exercise common sense.**
- 42 **Do screen all panel members, speakers and chairpersons.**
- 43 **Do attempt to get all agreements in writing.**
- 44 **Do adhere to the security regulations at all times.**

1 **Do ensure that all panel members carry a clear message of recovery.**

2

3 **Don'ts**

4

5 **Don't attend the H&I facilities alone.**

6 **Don't emphasize "using days" while sharing an NA message of recovery.**

7 **Don't give anyone within the facility your address or telephone number.**

8 **Don't use excessive profanity.**

9 **Don't break another person's anonymity.**

10 **Don't debate any issues involving facility rules, regulations, programs, or other fellowships.**

11 **Don't get involved in discussions on outside issues; remember why we are there.**

12 **Don't discuss conditions within the facility.**

13 **Don't discuss facility staff members with inmate(s).**

14 **Don't wear flashy jewelry and don't carry excessive cash.**

15 **Don't show favoritism to any resident(s).**

16 **Don't take messages or carry letters in or out of the facility.**

17 **Don't bring a NA member who has friends and/or family in the facility if that is a violation of facility policy.**

18 **Don't ask what type of crime an inmate has been convicted of, or discuss guilt or innocence.**

19 **Don't accept money or gifts from, or give money or gifts to any inmate**

20

21