

**GUIDELINES**  
**HOSPITALS AND INSTITUTIONS SUB-COMMITTEE**  
**WASHINGTON NORTHERN IDAHO REGION (rev. 5 -17-2009)**

**ARTICLE I - NAME**

SEC. 1. The name of this Assembly shall be the Hospitals & Institutions Sub-Committee to the Washington Northern Idaho Regional Service Committee to the Fellowship of Narcotics Anonymous, hereinafter called H&I or called the Committee.

SEC. 2. The Committee is a standing sub-committee of the WNI-RSC.

**ARTICLE II - PURPOSE**

The purpose of this Committee is to be supportive to the Areas, Groups, and Members, in their primary purpose by helping them deal with their basic situations and needs, and encouraging the growth of the fellowship through the H&I within the WNIR.

**ARTICLE III - FUNCTION**

SEC. 1. Provides a forum or pooling place for Area H&I Subcommittee's and members of the WNIR to share their experience, strength and hope.

SEC. 2. Maintains an updated listing of all appropriate facilities within the Region and records which facilities are served by which area subcommittees, groups or members, and the types of services that are being performed.

A. Encourage Area H&I committees, groups or members to submit and share information and input, and become part of the H&I as a whole in its efforts.

B. Maintain a current list of the H&I contacts in the Region.

SEC. 3. Conducts and/or coordinates outreach projects that carry the message into facilities that cannot be served by an Area subcommittee.

A. To provide information, literature, presentations, etc., when and where possible, to facilities where there is no Area committee to serve them.

SEC. 4. Hold Regional H&I Workshops when and where possible.

SEC. 5. Hold an annual Regional H&I Learning Day.

SEC. 6. Help Areas, Groups or Members with information in their efforts to form committees, developing guidelines, priority lists, contacting facilities, and starting and maintaining the H&I meetings.

SEC. 7. Maintain a literature reserve, if possible, to aide Areas, Groups, Members or facilities that cannot obtain sufficient literature.

SEC. 8. Be a communication link between World and Area level H&I committees providing and passing on information and input, both ways.

**ARTICLE IV - SPIRITUAL GUIDANCE**

SEC. 1. The Committee shall not make any motion or take any action that conflicts with the Twelve Traditions of Narcotics Anonymous.

SEC. 2. The Committee shall comply in all its actions with the following documents in precession:

A. WNIR Regional Guidelines.

B. WNIR Regional H&I Guidelines.

C. Any special Rules of Order the Committee

- D. Past Regional H&I Committee motions.
- E. WSC H&I Handbook.
- F. Any other WSC approved service manuals.

## **ARTICLE V - MEMBERS**

- SEC. 1. General membership in the H&I shall be open to all individuals who share the stated purpose of the Committee.
- SEC. 2. Voting membership in the H&I shall only be to those members as prescribed in Article VIII of these Guidelines.

## **ARTICLE VI - OFFICERS**

SEC. 1. The officers of the Committee shall be a Chairperson, a Vice-Chairperson, and Recording Secretary.

SEC. 2. Qualifications and Duties

### A. Chairperson

1. Minimum of three (3) years clean time.
2. Two (2) years experience at Area and/or Regional H&I committee.
3. Attends and mediates all meetings of the H&I with a general understanding of the function and purpose of Regional H&I and parliamentary procedures.
4. Attends all RSC business meetings, quarterly and otherwise.
5. Cooperates with other RSC Subcommittees when and where appropriate.
6. Attends Area H&I Workshops and committee meetings when possible.
7. Prepares a report for each quarterly meeting of the H&I.
8. Coordinates and is responsible for all work done by the H&I.
9. Compiles and maintains files of all pertinent information and input from WSC, Regional and Area H&I committees.
10. Maintains the H&I literature stockpile.
11. Maintains an updated listing of all items appropriate under Article III.

### B. Vice Chairperson

1. Minimum of two (2) years clean time.
2. One (1) year experience on an Area and/or Regional H&I committee level.
3. Performs the duties of the Chairperson in their absence.
4. Assists the Chairperson in all their duties.
5. Works with the Chairperson to ensure the smooth operation of the H&I.

### C. Recording Secretary

1. Minimum of two (2) years clean time.
2. One (1) year experience on an Area and/or Regional H&I committee level.
3. Records and keeps an accurate set of minutes of all the H&I meetings, quarterly and other. They should be ready for approval by the Chairperson within 14 days after the quarterly subcommittee for distribution to all the Regional H&I subcommittee members, Regional subcommittee Chairpersons, RSC Chairperson and WSC H&I Coordinator.
4. Works with the Chairperson to ensure the smooth operation of the H&I.

## **ARTICLE VII - MEETINGS**

SEC. 1. The Committee shall meet quarterly in regular session, time and place to be designated at the previous meeting and/or by the WNIRSC.

SEC. 2. A quorum shall consist of a number of voting members, equal to 1/3 of the number of the Areas in the Region.

## **ARTICLE VIII - VOTING**

SEC. 1. Voting on all H&I motions and elections shall be done on a one Area one vote system.

SEC. 2. The order of succession for voting members shall be:

A. Area H&I Chairperson.

B. Area H&I Vice-Chairperson.

C. Member specifically designated by their Area.

SEC. 3. Any members of the committee may make motions, but must be seconded by a voting member. Any member may participate in discussions.

A. All main and major motions must be submitted in writing.

SEC. 4. Motions may be amended or withdrawn at any time by the maker prior to voting. In the event of a tie, the Chairperson shall cast the tie breaking vote.

## **ARTICLE IX - ELECTIONS**

SEC. 1. Only past or current members of a Regional or Area H&I Subcommittee are eligible for nomination to any H&I Subcommittee Officer position.

SEC. 2. Any member of the committee may nominate a qualified individual for an H&I Officer position.

SEC. 3. A simple majority is required to elect these officers.

SEC. 4. Election Procedures

A. The Chairperson is nominated at the fall H&I meeting and elected at the winter RSC.

B. Recording Secretary is elected at the summer meeting; all other officers are elected at the fall H&I meeting.

C. Nominees will state qualifications, answer questions from the committee, then leave the room, for the committee to vote by a show of hands.

D. In case of a tie, a revote will be taken until a nominee gets a simple majority.

E. The Chairperson votes in all elections.

SEC. 5. An officer may be removed from their position for non-compliance. A two thirds (2/3) majority of voting members present is required for removal. Non-compliance includes, but is not limited to:

A. Loss of abstinence (automatic resignation).

B. Non-fulfillment of duties of their position.

SEC. 6. A 12 month moratorium may be levied for any officer resigning or removed from their position prior to completion of their term by a two-thirds (2/3) majority of the voting members present.

SEC. 7. The Officers shall be elected to serve for one year or until their successors are elected, and their term of service shall begin at the close of the H&I meeting in which they were elected.

SEC. 8. No member shall hold more than one H&I Officer position at a time, and no member shall be eligible to serve more than two consecutive terms in the same Officer position.

SEC. 9. In case of mid-year removal or resignation of an H&I Officer, an interim Officer shall be appointed by the Chair at the time of removal or resignation, with elections to fill the interim position at the following H&I meeting. In case of removal or resignation of the H&I Chairperson refer to the RSC Guidelines. (Article \_\_\_ Section \_\_\_).

#### **ARTICLE X - AD-HOC**

SEC. 1. The H&I may establish Ad-Hoc committees from time to time to carry on the work of the committee. These Ad-Hoc committees shall perform the duties prescribed in Article IV - Spiritual Guidance.

SEC. 2. Special Ad-Hoc committees may be appointed by the Chairperson, or they may be formed by motion upon approval by the voting members.

#### **ARTICLE XI - BUDGET & FINANCIAL PROCEDURES**

SEC. 1. The Committee shall adhere to RSC Guidelines Articles and all other approved RSC Financial Procedures.

SEC. 2. All quarterly budgets shall be submitted by all H&I Officers and Ad-Hocs when applicable.

SEC. 3. All motions requiring new budget expenditures require a two-thirds (2/3) majority of voting members present.

#### **ARTICLE XII - LITERATURE STOCKPILE AND DISTRIBUTION**

SEC. 1. Maintain a literature reserve for distribution to aide Areas, Groups, and Members of facilities that cannot obtain sufficient literature.

A. Literature requests need to be accompanied by a detailed projected distribution plan.

B. Request shall be limited to \$30 except as approved by the Committee.

C. Only two requests per year, per area, unless larger amounts are approved by the committee.

D. Requests that are made between H&I meetings may be approved by the Officers.

#### **ARTICLE XIII - AMENDMENT TO GUIDELINES**

SEC. 1. Any voting member may propose an amendment to these guidelines at a regular meeting of the H&I. The proposal must be seconded and submitted in writing at such regular H&I meetings, then referred to the Area H&I Committees for approval. A twothirds (2/3) majority of the voting members present is necessary to amend.

SEC. 2. The amendment shall go into effect upon its approval by the WNIRSC, unless the motion to adopt specifies a time otherwise.

**WNIR H&I GUIDELINES**  
**ADDENDUM 1 -WNIR H&I MOBILE PANEL GUIDELINES**  
**Position suspended until pending completion of Regional Facility Contact Project**

**I. PURPOSE:**

The WNIR H&I Mobile Panel will carry the message of NA to addicts in facilities within the WNIR that meet an appropriate H&I setting and have been approved by the Regional H&I Committee under one of the following conditions:

- A. An isolated facility where there is no local NA community to serve that facility.
- B. A facility in a geographic location where there may be NA meetings but no NA Area Service structure.
- C. A facility within an NA Area Service structure with little or no NA support. This will not supersede any Area's H&I structure but may be used to initiate or support Area H&I support for a facility.

**II. FUNCTIONS:**

- A. To initiate and maintain contact with approved facilities as stated above, offering NA Regional H&I Service, which could include:
  - 1. To provide Mobile Panels if necessary.
  - 2. To supply NA literature when possible.
  - 3. To give a "one time" presentation to staff and/or residents.
- B. Encourage and support Local Areas to get involved and take over if possible.

**III. STRUCTURE:**

- A. Meetings and presentations will be conducted on an H&I panel system.
  - 1. Each facility will have an NA panel coordinator who is the contact for the facility and will make up panels, according to facilities rules and regulations, Regional and existing Local H&I Guidelines, and current H&I Handbook.
  - 2. Panels will consist of a Panel Leader and two to four Panel Members.
  - 3. Number of panels and frequency:
    - a. One monthly panel per facility for terms of six months at a time.
    - b. If two or more panels per facility, rotate months for yearly terms or have two or more meetings per month for six month terms.
  - 4. Meetings may continue for as long as a need exists.
- B. Regional H&I Mobile panels coordinator
  - 1. Elected by Regional H&I committee for 2 year term.
  - 2. Appointed by Regional H&I Chair on interim basis when needed.
  - 3. When vacant, H&I Chair or Vice Chair assume responsibilities.

**IV. QUALIFICATIONS:**

- A. Regional Mobile panels coordinator
  - 1. Three years clean.

**WNIR H&I GUIDELINES**  
**ADDENDUM II - ANNUAL REGIONAL H&I LEARNING DAYS**

- I. Learning Days to be held first Saturday in November annually with a theme “Our message is hope and the promise of freedom”.
- II. Each year at the Fall WNIR H&I Subcommittee:
  - A. A different Area is selected.
  - B. Chair and Vice-Chair are elected.
- III. Learning Days Budget is to be:
  - A. Approved and recommended by Regional H&I for RSC approval.
  - B. Approved by RSC.
  - C. Funding will be in accordance with RSC financial procedures.
- IV. All refreshments, dinner, dance, to be put on and funded by Host Area.
- V. Non-Budget items:
  - A. Proceeds from Learning Days raffle and auction will go to RSC.
  - B. Seventh Tradition donations at Friday night opening meeting and Saturday night speaker meeting go to Host Area.
- VI. Budget items for Learning Days Committee:
  - A. Administrative: Literature, Phones, Copies, Postage, Supplies, Fliers, Facility.
  - B. Optional:
    - 1. Travel and lodging for speakers
    - 2. T-Shirts
  - C. All proceeds from Learning Days events, excluding Host Area interests, go back to RSC.
- VII. Learning Days Ad-Hoc Committee is to be directly responsible and accountable to Regional H&I Committee and Regional Service Committee.

**WNIR Narcotics Anonymous H&I Learning Days Suggested Timeline**

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Nov Dec Jan Feb Mar Apr May Jun Jul Aug Sep Oct

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- 1. At the November H&I Committee meeting:  
 The Area selection shall be made. The Area H&I representative must have the approval of his/her ASC in order to be selected.  
 It is suggested that support from the Area’s Activities Committee has been secured, and that an Ad-Hoc Learning Days Committee has been started. Bring a list of suggested facilities.  
 A Chair and Vice-Chair will be elected for the event. The Chair will be responsible to the WNIR H&I Committee. The Vice-Chair will work with the Chair to accomplish the Chair’s duties.
- 2. After the Area is selected, the Chair should call an Ad-Hoc meeting in early December to:
  - A. Assign responsibilities. These may include Recording Secretary, Facility

Coordinator, Activities Liaison, Flyer Coordinator, T-Shirt Coordinator, Format/Programming Coordinator, Billeting Coordinator, and a Contact Person responsible for communication with other Regions and NA World Services (NAWS).

B. Schedule the ad-hoc committee meetings up until the Event.

C. Generate the flyer with that schedule, as soon as possible. Distribute these to the local Areas and mail to other Area H&I committees. The T-Shirt contest may also be announced on this same flyer.

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D. Notify the Reaching Out, NA Way and Recoverer about the Event. Include city, date, time, and Contact Person (use Area or Regional Post Office Box address).

### **WNIR Narcotics Anonymous H&I Learning Days Suggested Timeline**

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E. Over the next couple of meetings should create a preliminary budget. This budget should include expenses for: Facility Rent for the H&I part of the Event (Friday night and Saturday day. Try to keep to about \$100); T-Shirt estimate; costs of copies; postage; telephone calls; rent for the ad-hoc committee meetings (monthly, two in October); literature; skits; and Main Speaker/NAWS representative's travel and hotel.

3. During the time before the next WNIR H&I meeting (February), do the following:

A. Contact other Regions and ask if they are willing to participate in the Event. It is important to do this and get support because with this support (in writing) the NAWS may cover some or all of the travel cost (not Hotel) of a NAWS representative to the Event. The NAWS representative may or may not be the Main Speaker, but other regions' support will help reduce costs to the WNIR (if NAWS has the money....).

B. Contact NAWS and ask for their support, after talking to other regions.

C. Generate and distribute preliminary Event flyers. These will announce the date, city, and may have a preliminary program.

D. Make up workshop panel member questionnaire. Include "return by" date of the August WNIR H&I meeting.

4. The Learning Days Ad-Hoc Chair presents the preliminary budget at the January RSC and submits a motion to secure the funds.

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5. The Learning Days Ad-Hoc Chair reports on progress at the February WNIR H&I meeting.

6. Over the next meetings, work on the final Event flyer. Also, develop the Event format (how many workshops? How many going on at the same time?) and Program. The Program only needs to have the workshop TOPICS figured out at this point.

# WNIR Narcotics Anonymous H&I Learning Days Suggested Timeline

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Nov Dec Jan Feb Mar Apr May Jun Jul Aug Sep Oct

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7. The Ad-Hoc Chair will distribute the Event flyer at the April RSC, report on any Budget changes, make a motion to supplement the budget if necessary and report on Event planning progress.

8. The Learning Days Ad-Hoc Chair reports on progress at the May WNIR H&I meeting. The WNIR H&I committee will selected the T-Shirt Logo contest winner. T-Shirt quantities will be finalized.

9. Between the May WNIR H&I committee meeting and the July WNIR RSC, finalize any participation by outside organizations (e.g. Washington State Dept. of Corrections). Finalize workshop topics and program (less workshop panel member names). Finalize Main Speaker and NAWS representative travel/hotel plans.

10. The Ad-Hoc Chair attends the July WNIR RSC to report on any Budget changes, make a motion to supplement the budget if necessary and report on Event planning progress.

11. The Learning Days Ad-Hoc Chair reports on progress at the August WNIR H&I meeting. All workshop panel member questionnaires are now available.

12. After the August WNIR H&I meeting, the program is finalized. All workshop panel slots have names in them! Workshop panel members have been notified by mail. T-Shirts are purchased and printed (use a 3 bid elimination process). The Ad-Hoc committee coordinates with the Area Activities committee on keeping meal (lunch and dinner) and dance costs to a minimum. The Event is NOT a fund-raiser.

13. Programs are distributed at WNIR RSC and may be mailed out to the Areas or other Regions.

14. FIRST WEEKEND IN NOVEMBER.... IT'S EVENT TIME!!