

# **SEATTLE AREA HOSPITALS & INSTITUTIONS SUBCOMMITTEE GUIDELINES**

**Revised July 2025**

## **ARTICLE I. SCOPE**

### **A. NAME**

The name of the subcommittee shall be called the Seattle Area Hospitals & Institutions Subcommittee (H&I). The H&I subcommittee is formed by and directly responsible to the Seattle Area Public Relations Subcommittee for the Fellowship of Narcotics Anonymous.

### **B. PURPOSE**

The purpose of an H&I presentation is to carry the N.A. message of recovery to addicts who do not have full access to regular Narcotics Anonymous meetings. They are intended simply to introduce those attending to some of the basics of the N.A. program. The Hospitals and Institutions subcommittee initiates, coordinates and conducts all H&I presentations in the area, and distributes literature to make recovery more available to the addicts in these facilities.

### **C. OBJECTIVE**

To provide H&I presentations and distribute Narcotics Anonymous literature to facilities within the Seattle area to carry the message of recovery to addicts who cannot attend regular meetings.

## **ARTICLE II. FUNCTION**

- 1. Tasks shall be performed by the subcommittee as directed by Chair and/or subcommittee:**
  - a. Communication and disbursement of all information to and from all panels through their panel leader.
  - b. The distribution of Narcotics Anonymous literature to the panel leaders.
  - c. To conduct a monthly business meeting.

- d. To provide an H&I representative for participation in the regional H&I subcommittee.
- e. To coordinate the development of any new H&I meetings/presentations.
- f. The election of panel leaders and H&I trusted servants.

## **ARTICLE III. SPIRITUAL GUIDANCE**

1. H&I shall not make any motion or take any action that conflicts with the Twelve Traditions, Concepts or Steps of Narcotics Anonymous.
2. H&I shall operate according to the following:
  - a. Seattle Area Service Committee Guidelines
  - b. H&I Subcommittee Guidelines
  - c. Guide to Local Services in Narcotics Anonymous
  - d. WSC H&I Handbook
  - e. Past H&I subcommittee motions

## **ARTICLE IV. DECISION MAKING**

1. H&I follows majority vote decision making for all proposals/elections submitted to the body.
2. Voting is restricted to members of the subcommittee with a current H&I commitment (trusted servants and panel leaders).

## **ARTICLE V. MEETINGS**

1. H&I shall meet monthly via hybrid meeting (in-person and virtual).
2. Special meetings may be called by the Chair or Vice Chair at any time. Notice of the meeting will be sent to all H&I subcommittee members at least 1 week prior to meeting.

## **ARTICLE VI. MEMBERS**

1. General membership in H&I shall be open to any Narcotics Anonymous member who shares the stated purpose of the committee and meets the recovery requirements.
2. All voting members shall attend the regular monthly meetings of the Narcotics Anonymous H&I subcommittee.

## **ARTICLE VII. TRUSTED SERVANTS**

1. **Chairperson**

**a. Qualifications**

- i. Have working knowledge of the Twelve Concepts of Service and the Twelve Traditions of Narcotics Anonymous.
- ii. Minimum of 2 years clean time plus 6 months prior H&I subcommittee involvement.

**b. Duties**

- i. Coordinates all NA H&I activities.
- ii. Presides at all regular, special, and general subcommittee meetings.
- iii. 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.
- iv. Makes regular reports to the H&I subcommittee on the status of all current or completed projects.
- v. May at any time visit any meeting/presentation at any facility for a purpose beneficial to H&I, including offering assistance to panel participants.
- vi. Shall represent Narcotics Anonymous H&I at the regular meetings of the PR Subcommittee and prepare a monthly report.
- vii. Shall attend the regular meetings of the H&I subcommittee and other required meetings.
- viii. Shall attend the regional H&I subcommittee meetings and prepare a quarterly report.
- ix. Notifies all committee members of H&I meetings and special H&I events.

**2. Vice Chairperson**

**a. Qualifications**

- i. Have working knowledge of the Twelve Concepts of Service and the Twelve Traditions of Narcotics Anonymous.
- ii. Minimum of 1 year clean time plus 6 months prior H&I subcommittee involvement.

**b. Duties**

- i. In the absence of the chairperson; or upon the resignation of the chairperson, assumes all those responsibilities normally carried out by the chair until the PR subcommittee has an election for that position.
- ii. Works closely with the chairperson.
- iii. May at any time visit any meeting/presentation at any facility for any purpose beneficial to H&I, including offering assistance to panels.
- iv. Attends the regular meetings of H&I subcommittee and (in absence of the chair) other required meetings.
- v. Assumes the duties of literature coordinator when required.
- vi. Conducts monthly orientation of new panel members with the assistance of other committee members.

### **3. Secretary**

#### **a. Qualifications**

- i. Have working knowledge of the Twelve Concepts of Service and the Twelve Traditions of Narcotics Anonymous.
- ii. Minimum of 1 year clean time plus 6 months prior H&I subcommittee involvement.

#### **b. Duties**

- i. Keeps a complete record in the form of minutes of every regular meeting.
- ii. Monitors the orientee list and ensures that all new speakers have been oriented
- iii. Shall keep a continuing roster of monthly attendance at the business meeting.
- iv. Maintains all necessary stationary supplies and prepares correspondence as needed.
- v. Keeps a file of all such correspondence.
- vi. Shall type and prepare any materials necessary for distribution to members of H&I.
- vii. Shall attend the regular meetings of the H&I subcommittee and other required meetings.

### **4. Literature Coordinator**

#### **a. Qualifications**

- i. Have working knowledge of the Twelve Concepts of Service and the Twelve Traditions of Narcotics Anonymous.
- ii. Minimum of 1 year clean time plus 6 months prior H&I subcommittee involvement.

#### **b. Duties**

- i. Fills literature orders from the panel leaders.
- ii. Keeps a continuing record of literature distributed to panel leaders.
- iii. Makes a report at the regular H&I subcommittee meetings on literature distribution.
- iv. Responsible for ordering and receiving the necessary literature from the ASC as per the H&I subcommittee budget.
- v. Audits distribution records regularly to ensure that requests for literature from panel leaders do not put the subcommittee over budget.
- vi. Attends the regular meetings of the H&I subcommittee and other required meetings.

### **5. Panel Coordinator**

#### **a. Qualifications**

- i. Have working knowledge of the Twelve Concepts of Service and the Twelve Traditions of Narcotics Anonymous.
- ii. Minimum of 1 year clean time plus 6 months prior H&I subcommittee involvement.

**b. Duties**

- i. Keeps in close contact and works with the H&I elected officers and the panel leaders for the meetings/presentations for which he/she is the coordinator.
- ii. Maintains ongoing communication with administrators of facilities in the interest of harmony.
- iii. Keeps all panel leaders informed of the rules of the facility and any rule changes.
- iv. Is the point of contact and accountability for KCCF.
- v. Attends the regular meetings of the H&I subcommittee.

**6. Panel Leader**

**a. Qualifications**

- i. Have working knowledge of the Twelve Concepts of Service and the Twelve Traditions of Narcotics Anonymous.
- ii. Minimum of 1 year clean time plus 6 months prior H&I involvement.

**b. Duties**

- i. Conducts H&I presentations in the facility being served according to acceptable procedures and shall never conduct an H&I presentation alone.
- ii. Informs the panel coordinator well in advance when unable to conduct a regularly scheduled meeting.
- iii. Invites all panel members to the H&I presentation and informs them of all the rules of the facility and the procedures for conducting the meeting.
- iv. Is responsible for panel members in the meeting.
- v. May be removed from panel assignment because of two absences without proper notice and/or not making adequate arrangements for a replacement to conduct the meeting within six months.
- vi. Attends the regular meetings of the H&I subcommittee. Three meetings missed in succession shall result in removal from the duty of leading the panel. Any member dropped from assignment may be reinstated by vote of the H&I subcommittee.
- vii. May be removed from panel assignment for not following said guidelines and/or not following specific facility rules.

**7. Panel Member**

**a. Qualifications**

- i. Have working knowledge of the Twelve Concepts of Service and the Twelve Traditions of Narcotics Anonymous.
- ii. Minimum of 6 months clean time.

**b. Duties**

- i. Carries a clear and consistent message of recovery in Narcotics Anonymous.
- ii. Takes an active role in an H&I presentation as a speaker.

- iii. Adheres to the rules of the facility.
- iv. Shall conduct themselves responsibly, as a member of Narcotics Anonymous.

## **ARTICLE VIII. VOTING**

1. Participation in discussion of H&I business is open to all members of the NA fellowship, but voting is restricted to members of the subcommittee with a current H&I commitment (elected officer, panel leader, or panel coordinator).
2. All officers are elected by a majority vote of the subcommittee at large, except for the chairperson, who is elected by the PR subcommittee.

## **ARTICLE IX. ELECTIONS**

1. Any member meeting the qualifications for the specific position is eligible for nomination to an H&I Trusted Servant position.
2. Any member of H&I may nominate a qualified individual for an H&I Trusted Servant position.
3. All members are elected by a majority vote.
4. H&I Trusted Servant positions shall be elected to serve 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.
5. All Panel Leader elections will be held one month in advance of the date on which the new term begins.
6. All terms will begin as scheduled according to the subcommittee calendar.

## **ARTICLE X. SUBCOMMITTEE/S**

1. H&I may establish a steering committee consisting of all elected officers and the immediate past chairperson to oversee the operation of H&I.

## **ARTICLE XI. BUDGET AND FINANCIAL PROCEDURES**

1. H&I will adhere to Area Service Committee Guidelines and all other approved Area Service Committee Financial Procedures.
2. Literature distribution shall be made according to the H&I subcommittee budget.
3. Any additional subcommittee expenditures should be brought to the Area Service Committee.

## **ARTICLE XII. SPECIAL RULES OF ORDER**

## **1. AMENDMENTS TO GUIDELINES**

- a. Any amendments to the guidelines must be approved by majority vote at the H&I meeting and then brought to the Area Service Committee for approval.

## **2. REMOVAL FROM POSITION**

- a. Relapse is grounds for automatic removal from the subcommittee.
- b. Following written notification, an H&I Trusted Servant may be removed for non-compliance, which includes, but is not limited to:
  - i. Non-fulfillment of the duties of that position.
  - ii. Three meetings missed in succession (for panel leaders and voting members).
  - iii. Three consecutive months absence (for elected officers).
- c. Majority vote is required for removal of an H&I Trusted Servant.
- d. A six month moratorium shall be required for any officer resigning or removed from office prior to completion of their term. The only exception will be when an officer resigns to fill a newly elected position on the Committee.

## **3. LITERATURE REQUIREMENTS**

- a. Only Narcotics Anonymous approved literature, meeting schedules, Reaching Out, and the NA Way magazines may be taken into a facility by H&I. Only Conference-approved literature should be used in meetings/presentations.

## **4. FACILITY REQUIREMENTS**

- a. Ex-residents of a correctional institution must have the proper clearance from the proper authorities (permission from the institution and permission from the member's Parole/Probation Officer) and meet the clean time requirements set by the facility and H&I, to enter a correctional facility.

## **5. GENERAL FACILITY RULES**

- a. All H&I members must adhere to the following general rules which cover ALL meetings in ALL facilities:
  - i. It is unacceptable to bring any drugs or weapons onto the grounds of any facility.
  - ii. It is unacceptable to give money to or take money from a resident.
  - iii. You are not to bring gifts or money for residents.
  - iv. It is unacceptable to give to or take from a resident any correspondence of any type while visiting the facility.
  - v. Guests and visitors should be cautioned against discussing employment, lodging, etc.
  - vi. Obscene or vulgar talk and off-color jokes are deeply frowned upon.
  - vii. Always remember we are GUESTS of the facility and therefore MUST comply with their wishes.

# **ARTICLE XIII. APPENDICES**

1. Orientation Facilitator Qualifications

- a. Minimum of one year panel leadership
- b. Conducts orientations using the H&I Orientation Handbook
- c. Informs new orientees how to fill out the orientation contact form