

Passaic County Area
Service Committee
of Narcotics Anonymous



Hospitals & Institutions
Subcommittee
Policy & Guidelines



PCASC of NA Hospitals & Institutions Subcommittee Policies & Guidelines

TABLE OF CONTENTS

Table of Contents.....	2
1. Definition & Purpose of the PCASC H&I Subcommittee.....	3
2. Function of PCASC H&I.....	3
3. Committee Officers and Elections.....	3
3.1. Commitment Length.....	3
4. Qualifications & Responsibilities of Officers.....	4
4.1. Chairperson.....	4
4.2. Vice Chairperson.....	4
4.3. Secretary.....	4-5
4.4. Subcommittee Members.....	5
4.5. Subcommittee Meeting Attendance.....	5
5. Panel Structure, Qualifications, & Responsibilities.....	5
5.1. Panel Chairperson.....	5
5.2. Alternate Panel Chairperson.....	5
5.3. Panel Members.....	6
5.4. Commitment Attendance.....	6
6. General Information	6-7
7. Consensus Based Decision Making Flow chart.....	8
Appendix I- Subcommittee Meeting Format.....	9
Appendix II- H&I Panel Chairperson Script.....	10
Appendix III- Do's and Don'ts.....	11
Appendix IV- Literature for Panel Commitments.....	12
Appendix V- Revision History.....	13-15



PCASC of NA Hospitals & Institutions Subcommittee Policies & Guidelines

1. Definition & Purpose of the PCASC H&I Subcommittee

The Passaic County Area Service Subcommittee of Hospitals & Institutions (H&I) was created by the PCASC for the purpose of carrying the Narcotics Anonymous message of recovery to the addicts housed in correctional institutions, hospitals, and recovery houses. The chairperson of this subcommittee is elected by the voting membership of the PCASC in accordance with the approved guidelines of the PCASC. The committee membership is comprised of volunteers from the NA fellowship.

The H&I Subcommittee shall function within the guidelines set forth by the PCASC, the Twelve Traditions, the Twelve Concepts, and the rules and regulations of the Institutions in which the committee serves.

2. Functions of PCASC H&I

- Conduct (1) one regular business meeting each month at 460 Lafayette, Hawthorne
 - (1) The 3rd Friday beginning at 7 pm
 - (2) Conduct a second subcommittee during election months at 460 Lafayette Ave, Hawthorne beginning at 7 pm, 4th Wednesday.
 - a. Secondary purpose to add new panel members
- Serve as a distribution point for literature to the facilities and their clients
- Conduct (1) one Learning Day per year
- Conduct workshops and orientations on relevant topics
- Conduct NA presentations in the institutions served by this committee
- Conducting business by using consensus-based decision making

3. Committee Officers and Elections

- A service board of officers shall consist of Chairperson, Vice Chairperson, and Secretary
- The Chairperson, who is voted in by the PCASC, all other officers are elected by the majority vote at the subcommittee.
- Each officer will be eligible for re-election to a second term of (1) one year followed by (2) two years of ineligibility.
- A term shall be defined as any period of service greater than $\frac{2}{3}$ of a term.
- Any committee member may be removed from their positions by a consensus-based vote of the committee.
- Requirement to attain voting privileges are (60) sixty days clean time and attend two subcommittee meetings.

3.1 Commitment Length

- The length of a full term for all Officers shall be (1) one year and elections shall coincide with PCASC elections in March
- The length of a full term for Panel Chairs and Panel Members shall be (3) three months
 - Election months for Panel Chairs and Panel Members are March, June, September, December



PCASC of NA Hospitals & Institutions Subcommittee Policies & Guidelines

4. Qualifications and Responsibilities of Officers

4.1 Chairperson Qualifications

- 2 (two) years complete abstinence from all drugs.
- A working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts of Narcotics Anonymous
- Minimum 6 (six) months prior experience as an H&I committee member.
- The ability to organize and give the committee direction
- To have knowledge of how to run a business meeting with consensus-based decision making

Responsibilities

- To carry out policies and directives of the committee
- Create, maintain, and supervise panels of committee members for the purpose of carrying the NA message of recovery
- To appoint special panel members when required
- To ensure the Twelve Traditions and Twelve Concepts are upheld
- To attend PCASC meeting held the 3rd Friday of every month and 4th Wednesday every election month
- To attend Regional H&I meetings at least (4) four times a year
- Attempt to get any facility agreements in writing
- To receive check from area treasurer for rent for subcommittee and learning days
 - To ensure rent is paid

4.2 Vice Chairperson

Qualifications

- (1) one year complete abstinence from all drugs
- A working knowledge of the Twelve Steps and Twelve Traditions of Narcotics Anonymous
- (6) six months minimum experience as an H&I committee member.

Responsibilities

- To assume the duties and responsibilities of the chairperson and the secretary in the event of his/her absence
- To help coordinate new panels
- Coordinate literature needs to PCASC and distribute to all Panel Chairs

4.3 Secretary

Qualifications

- (6) six months of complete abstinence from all drugs

Responsibilities

- To keep an accurate set of minutes at all meetings and to distribute them to committee members prior to the next regular meeting and to read previous meeting's minutes
- To keep a current record of all PCASC H&I committee members Names and Phone Numbers
- To keep a copy of guidelines, rules, and regulations of all institutions, hospitals and recovery houses served by this committee



PCASC of NA Hospitals & Institutions Subcommittee Policies & Guidelines

- To be responsible for the printing and/or copying of flyer's, etc.
 - Costs of printing to be reimbursed by PCASC upon submission of receipt to H&I chairperson
- Printed instructions that include these guidelines will be compiled and edited to fit the specific requirements of each institution. They will be provided by this committee to each panel member
- To maintain all records and reports provided by the committee chair, vice chair, secretary, and panel chairs
- To maintain policy with any updates and create an accurate log of changes

4.4 Subcommittee Members

Qualifications

- Must attend (1) one meeting to become a member

4.5 Subcommittee Meeting Attendance

- Members must arrive at subcommittee meetings no later than 10:05 am or will be considered absent
- Panel chairs must attend at least (2) two out of (3) three meetings in a (3) three month period or membership will be terminated
- Panel members must attend (1) one out of (3) three meetings in a (3) three month period or membership will be terminated
- Learning days and H&I workshops count toward subcommittee attendance

5 Panel Structure, Qualifications, and Responsibilities

5.1 Panel Chairperson

- This position is voted in by subcommittee
- May serve a maximum of (1) one year as Panel Chairperson for the same commitment

Qualifications

- A minimum of (9) nine months total abstinence from all drugs
- A minimum of (3) three months of activity on any H&I committee
- An understanding of the Do's and Don'ts
- A working knowledge of the 12 Steps and the 12 Traditions

Responsibilities

- To give overall direction to his/her panel
- To instruct panel members in institutional requirements and regulations as well as general rules covering H&I presentations
- To keep the subcommittee informed of attendance and to report any issues in their presentation at the next scheduled subcommittee meeting.
- To read and submit a written report of the previous month at the H&I subcommittee meeting
- Must attend (2) two out of (3) three subcommittee meetings to maintain membership
- If unable to attend the subcommittee meeting, will first, assign a panel member to present it at the meeting, and, as a last resort, will forward their report information to the subcommittee Chair as soon as possible prior to the subcommittee meeting
- If unable to attend commitment contact the facility to notify ASAP, as well as the Chair or Vice Chair
- To be responsible for the distribution of literature at his/her commitment



PCASC of NA Hospitals & Institutions Subcommittee Policies & Guidelines

- To use discretion in choosing guest speakers. To ensure speakers understand the rules of the institution and the subcommittee Do's and Don'ts
 - Speakers must have a minimum (6) six-month clean time
 - No more than (2) two speakers are allowed at a time
- No guests are allowed on a panel
- Must follow Chairperson Script

5.2 Alternate Panel Chairperson

Qualifications

- See panel chair qualification's and responsibilities

5.3 Panel Members (Appointed by the H&I Chairperson)

Qualifications

- Minimum of (90) ninety days uninterrupted clean time and a willingness to serve
- Must shadow for (2) two presentations before sharing at commitment (*At Panel Chair's discretion*)
- Must attend (1) one subcommittee meeting to join a panel

Responsibilities

- To be familiar with the Do's and Don'ts as well as committee and institution rules
- Must attend (1) one out of (3) three subcommittee meetings to maintain panel membership
- To contact panel chairperson if unable to attend your commitment

5.4 Commitment Attendance

- Commitments that meet WEEKLY, missing (3) three presentations in (3) three months, you will be removed from your panel until the next subcommittee meeting
- Commitments that meet BI-WEEKLY, missing (2) two presentations in (3) three months, you will be removed from your panel until the next subcommittee meeting
- Commitments that meet MONTHLY, missing (2) two presentation in (3) three months, you will be removed from your panel until the next subcommittee meeting

6 General Information

- Upon loss of clean time any member of Passaic County H&I will automatically lose their voting privileges and be removed from their current commitment
- No member should ever go into their facility alone
- Any member currently housed in a facility cannot take a commitment in the same facility
- No member shall involve themselves with any other activity at any institution that this committee serves to avoid possible conflict
- NA case histories, life stories, and/or NA principles or NA general information are to be the main topics of any NA presentation conducted within all institutions served by this committee. All speakers and panel members must strictly comply with regulations, confining their talks solely to NA recovery.
- Excessive use of vile, profane, or filthy stories or language is strictly prohibited by the authorities of all institutions served by this committee and requested by inmates and patients themselves, not to be used.



PCASC of NA Hospitals & Institutions Subcommittee Policies & Guidelines

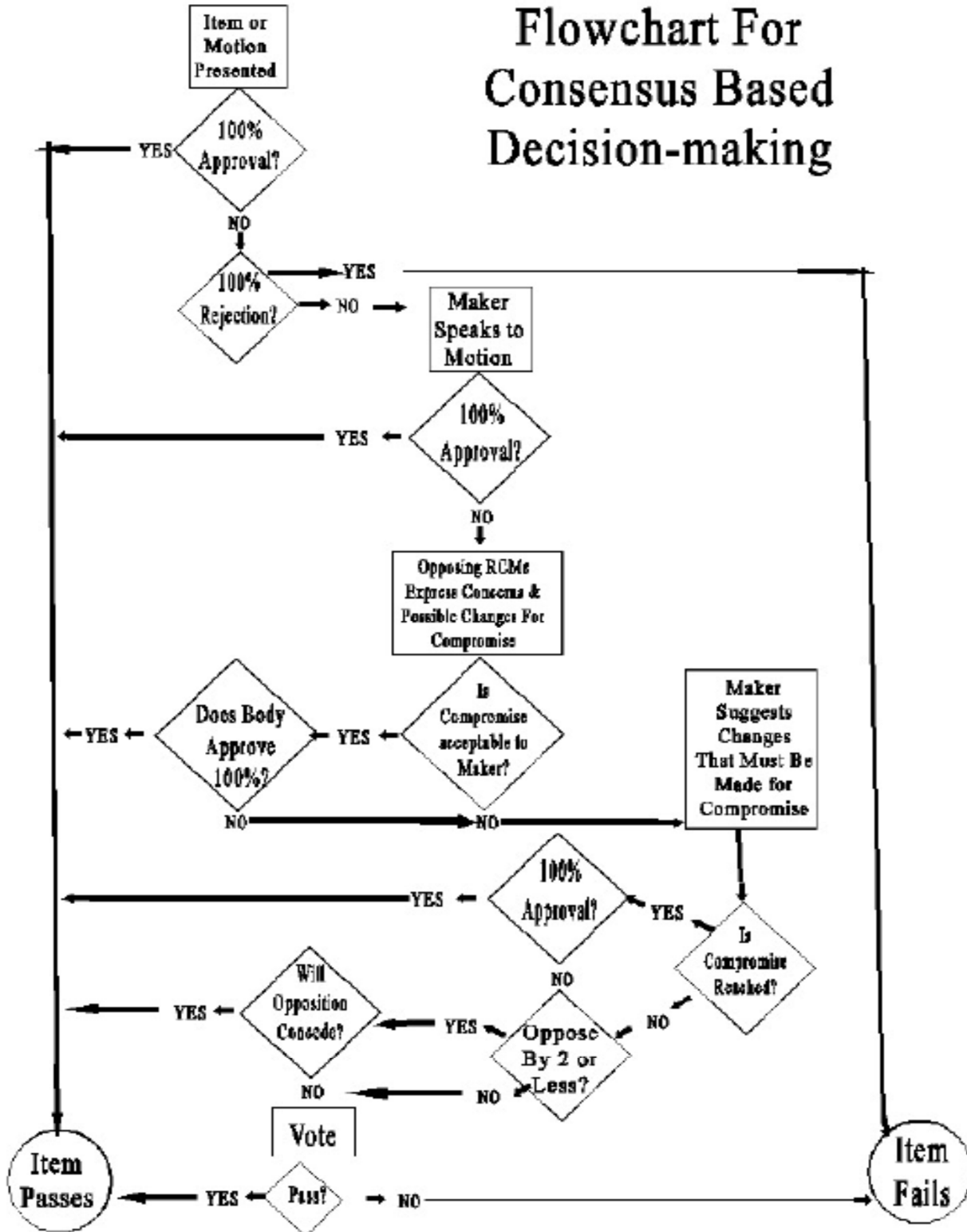
- No member of this committee shall assume the responsibility of taking a resident, inmate, or patient to an outside meeting. This is for the protection of the panel members, patient, inmate, resident, and NA as a whole
- Failure to comply with these policies shall be sufficient grounds for removal of the H&I member from the commitment
- All Policy changes require 2/3 majority of subcommittee vote in order to Pass



PCASC of NA Hospitals & Institutions Subcommittee Policies & Guidelines

7 CBDM Flowchart

Flowchart For Consensus Based Decision-making





PCASC of NA Hospitals & Institutions Subcommittee Policies & Guidelines

APPENDIX I

Subcommittee Meeting Format

Open with Serenity Prayer

Read 12 Traditions

Read 12 Concepts

General Introductions

Call for 1st H&I meeting attendees

Call for 2nd H&I meeting attendees

Chairperson Report

Vice Chair Report

Secretary's Report (read prior meeting's minutes)

Call for New GHIRs

Old Business

Group Reports

New Business

Call for New Panel Members

Close with Serenity Prayer



PCASC of NA Hospitals & Institutions Subcommittee Policies & Guidelines

APPENDIX II

Panel Chairperson Script

Good Evening. My name is _____ and I am an Addict.

Can we please open this meeting with a moment of silence followed by the Serenity Prayer.

Before we begin, we would like you to know that this is a presentation of Narcotics Anonymous. We are a subcommittee called H&I which stands for Hospitals and Institutions. We bring meetings into facilities where people can't get out to attend regularly scheduled meetings. We are not counselors, parole officers, or doctors, and do not get paid to come here. We are recovering addicts here to share a message, that there is a way to stay clean on the outside. Our message is hope and our promise is freedom; that any addict can stop using drugs, lose the desire to use, and find a new way to live.

In Narcotics Anonymous, there are some suggested readings. Would someone please read:

- **Who is an Addict**
- **What is the Narcotics Anonymous Program**
- **Why Are We Here**
- **How It Works (Or have a panel member read at chair's discretion)**
- **We Do Recover**

There is literature on the table. Please take what you need. Reading Literature helps us to understand the disease of addiction and the Narcotics Anonymous Program. There are several types of meetings on the outside. There are Step meetings, Topic & Discussion meetings, Open meetings where anyone is welcome, Closed meetings for addicts only, and various other formats of meetings. So please keep an open mind and give yourself a break. We suggest that you make a meeting the day you get out. Those who make meetings regularly stay clean.

NA has 9 Suggestions that we've asked _____ to read. (10 Minute share time)

In some meetings we attend, it is a custom of the group to go around the room and introduce ourselves, starting on my right. (optional)

Before we introduce the Speaker, we ask that you please give him/her the same respect that you would want when you get the opportunity to speak at a meeting; to identify with the feelings and not compare his/her story with yours. Our experiences may be different, but our feelings are all the same. After the speaker shares, we will open the floor for you to have the opportunity to share freely.

With that, will the group please help us welcome _____

(When time is up)

Let's thank the speaker again.

Will someone please read: Just For Today

We will circle up and close the meeting with the Serenity Prayer.



PCASC of NA Hospitals & Institutions Subcommittee Policies & Guidelines

APPENDIX III

Do's & Don'ts

DO:

- Start and end presentation on time
- Adhere to the facilities' security regulations at all times
- Obey the dress code: exercise common sense
- Involve residents with the meeting, especially those in long term facilities (readings, sharing)
- Emphasize that NA recovery is available to all addicts regardless of drugs used.
- Clearly state that Narcotics Anonymous is separate from the facility and from other fellowships
- Carry a clear NA message of recovery
- Make directories of outside meetings available to residents

DON'TS:

- Don't attend H&I facilities alone
- Don't emphasize using days while sharing an NA message of recovery
- Don't give residents/inmates within the facility your address or telephone number
- Don't use excessive profanity
- Don't break another person's anonymity
- Don't debate issues involving facility rules, regulations, programs, or other fellowships
- Don't get involved in discussions on outside issues. Remember why we are there
- Don't discuss conditions within the facility
- Don't discuss facility staff members with inmates/residents
- Don't wear flashy jewelry or carry excessive cash
- Don't show favoritism to any resident(s)
- Don't take message or carry letters in or out of the facility
- Don't ask what type of crime an inmate has been convicted of, or discuss guilt or innocence
- Don't accept money or gifts from, or give outside money or gifts to any members of the facility
- Don't bring any food or drinks into the facility other than water (unless required for medical reasons)
- Don't wear Tank Tops, Sleeveless shirts, or low cut shorts. Always wear something to cover shoulders.



PCASC of NA Hospitals & Institutions Subcommittee Policies & Guidelines

APPENDIX IV

Panel Literature

(maintain a par level of 25 of each I.P.)

- IP #6—Recovery and Relapse
- IP #7—Am I an Addict
- IP #8—Just For Today
- IP #11—Sponsorship
- IP #12—Triangle of Self Obsession
- IP #13—By Young Addicts For Young Addicts
- IP #16—For the Newcomer
- IP #17—For Those in Treatment
- IP #22—Welcome to Narcotics Anonymous
- IP #23—Staying Clean on the Outside
- IP # 29—Introduction to NA Meetings

****Statewide Meeting Lists****

(maintain a par level of 150)



PCASC of NA Hospitals & Institutions Subcommittee Policies & Guidelines

APPENDIX V

Revision History

Date	Name	Revision
6/11/11	Amy L. Secretary	AdHoc Mtg. held 6/4/11- All revisions to Policy accepted at area 6/12/11
7/9/11	Amy L. Secretary	Added to Policy- Coffee commitment requirements & new commitment script for panel chairs
8/13/11	Amy L. Secretary	All revisions complete. Final copy completed.
2/11/12	Amy L. Secretary	Motion passed @subcommittee mtg to meet twice a month (adding the 4 th Friday @7pm
3/10/12	Amy L. Secretary	Change in coffee commitment
4/14/12	Amy L. Secretary	Change in 4.5 Subcommittee mtg attendance. If 2 consecutive or 3 non-consecutive subcommittee missed in 6 months, the individual will be contacted by the secretary. The information is then brought back to the next subcommittee where a decision on the individual's membership will be discussed (due to meeting twice a month)
8/10/12	Amy L. Secretary	Added to Do's & Don't's- don't wear tank tops or sleeveless shirts or low cut shorts. Always wear something to cover shoulders
8/10/12	Amy L. Secretary	Motion passed- added to general info- all policy changes require 2/3 majority of subcommittee vote in order to pass
9/28/12	Amy L. Secretary	Motion passed- added to panel chair 5.1 responsibilities. Panel chair- to contact chair or vice chair if unable to attend commitment and there is no panel member experienced to cover the commitment by yourself. Panel member- to contact panel chairperson if unable to attend commitment
2/16/13	Amy L. Secretary	Motion passed- added to panel chair 5.1- commitments that meet on the 1/3/5 or 2/4 Wed & Sat, literature is to be taken into the facility by the next panel going in.
3/22/13	Amy L. Secretary	Motion passed- added to secretary responsibilities 4.3- to keep all records (chair, vice chair, sec., and panel reports). Nothing gets thrown out.
7/?/13	Cara Z. Secretary	Motion passed- coffee commitment removed from policy
3/8/14	Cara Z. Secretary	Motion passed- members must attend 7 or more of the 12 subcommittee meetings in a 6 th month period to remain in good standing
5/10/14	Cara Z. Secretary	Motion passed- changes made to panel chairperson script



PCASC of NA Hospitals & Institutions Subcommittee Policies & Guidelines

5/23/14	Cara Z. Secretary	Motion passed- Saturday 1/3/5 and 2/4 commitment is changed to weeks 1/4/5 and 2/3
8/9/14	Cara Z. Secretary	Motion passed- Remove from 4.5 subcommittee meeting attendance the wording “If 2 consecutive or 6 nonconsecutive subcommittee meetings are missed in 6 months, the individual will be contacted by the secretary”
9/26/14	Cara Z. Secretary	Motion passed- 4.5 subcommittee attendance- subcommittee attendance alone will not be grounds for removal from a commitment
9/26/14	Cara Z. Secretary	Motion passed- Remove from 4.3 Secretary responsibilities the wording “if 2 consecutive or 6 nonconsecutive meetings are missed in 6 months, the individual will be contacted by the secretary”
9/26/14	Cara Z. Secretary	Motion passed- to add to 4.2 Vice Chair responsibilities- in absence of a chairperson or secretary, vice chair assumes these responsibilities.

2/14/15	Mike G. Secretary	Motion passes <ol style="list-style-type: none"> 1. Only ONE meeting is needed to be made for membership 2. Subcommittee will only meet the second Saturday of each month 3. 4 out of 6 Sub. Meetings must be made in a 6 month period or <i>membership will be terminated</i>
7/7/17	Joseph C. Secretary	Changes made to script and the following sections: 2, 4.1, 4.2, 4.3, 5.1, 5.3 5.4, 7 and Appendix II, IV – as developed by ad-hoc committee formed May 2017 and approved by subcommittee (with no dissention) June 2017
4/14/18	Ariana H. Secretary	<ol style="list-style-type: none"> 1. Triangle of Self Obsession IP added into list of literature 2. Add additional meeting lists (175 per month vs 125 per month)
9/8/18	Ariana H. Secretary	<ol style="list-style-type: none"> 1. Changes made to Section 7 Second subcommittee meeting for adding panel members only 2. Changes made to Section 2 Added consensus based decision making for subcommittee business



PCASC of NA Hospitals & Institutions Subcommittee Policies & Guidelines

3/9/19	Andy M. Secretary	Changes made to section 4.5 in regard to learning days & workshops counting towards subcommittee attendance
8/11/19	Andy M. Secretary	Changes in: Section 4.5 (Change 10:20 to 10:05), Section 5.3 (Must attend 3 out of 6 subcommittee meetings to maintain panel membership), Appendix IV change level of statewide meeting lists to 150, Section 3 (60 day clean time and two subcommittee meetings to attain voting privileges)
10/12/19	Andy M. Secretary	Change made to Appendix IV: Added IP #29 Introduction to NA meetings
1/12/20	Andy M. Secretary	Additions to Section 5.1 under responsibilities: 2 speaker max on a panel and no guests allowed on panel. Changes in Section 2: Changed meeting time and place, to take effect in March, from 1200 Alps Rd, Wayne, 2 nd Saturday @ 10 am, to 460 Lafayette Ave, Hawthorne 3 rd Friday @ 7 pm
2/8/20	Andy M. Secretary	Changes in Section 2: 2 nd Wednesday changed to 4 th Wednesday for secondary meeting, 2 nd Friday meeting changed to 3 rd Friday. Changes in Section 4.5: Panel chair attendance changed to 2 out of 3, panel member attendance changed to 1 out of 3 Added Section 3.1: Panel commitments changed from 6 months to 3 months