



TRI-AREA H&I GUIDELINES

Tri-Area Approved June 2018



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TRI-AREA HOSPITALS & INSTITUTIONS
432 Estudillo Avenue San Leandro CA 94577

Table of Contents

I.	Definition & Purpose of the Subcommittee.....	2
II.	Functions of the Committee	2
III.	Structure of Elected Officers	2
IV.	Qualifications and Duties of Officers.....	3
	Chairperson	3
	Vice-Chairperson	3
	Treasurer:	4
	Committee Secretary:	4
	Literature Person:.....	4
	Facilities Coordinators:.....	5
	Panel Leader:.....	5
	Merchandise:.....	6
	Secretaries:.....	6
V.	General Information.....	6
VI.	Annual Budget	8
VII.	Expense	9
VIII.	Theft Policy.....	9
IX.	Facility/Institution Approval.....	10

Alameda County Tri-Area Hospitals & Institutions Subcommittee Guidelines

I. Definition & Purpose of the Subcommittee

The Alameda County Tri-Area H&I Subcommittee (hereinafter referred to as the “committee”) is a volunteer group of the fellowship of Narcotics Anonymous, existing for the express purpose of carrying the NA message to addicts confined in correctional institutions and recovery houses. To be effectively helpful to the inmates, patients, and residents, we must necessarily be governed by the individual rules of the institutions we serve, and further impose certain standards on ourselves.

As a subcommittee of the Alameda County Tri-Area Service Committees, we shall maintain effective liaisons and cooperation with those Area committees. Regular business meetings are to be held at 7:00 p.m. on the 3rd Monday of each month at 432 Estudillo Avenue, San Leandro, CA until further notice.

II. Functions of the Committee

To communicate and disperse all information to and from all institutional panels through the panel representatives.

To distribute Narcotics Anonymous literature to said representatives.

To provide an H&I service representative for active participation to the Northern California Regional H&I Committee of Narcotics Anonymous.

To maintain a checking account and provide full financial accountability to each ASC. A minimum of two but no more than four signers will be active at all times. The options for signers will be the chair, vice chair, secretary and treasurer of the committee. If two signers reside in the same home or are in a relationship, they shall not sign checks together without prior notice to the committee.

To manage the design and distribution of committee approved merchandise to the fellowship.

III. Structure of Elected Officers

A service board of officers shall consist of a Chairperson, Vice-Chairperson, Treasurer and Secretary. All offices are to be elected by a majority vote of the Committee at large. If the Committee so chooses, it may also elect a Literature Person, a Merchandise person, and one Facilities Coordinator for each area.

Eligible voters include: officers, facilities coordinators, panel leaders, secretaries and special Committee members who have been in attendance at two (2) consecutive general Committee meetings immediately prior to an election.

In the case of more than two nominations for any office, a second run-off ballot shall be taken of the two top nominees. All officers are elected for a term of one (1) year and are eligible for reelection for a second term of one (1) year, followed by two (2) years of ineligibility. All elections are to be held in November, with training done in December, and the newly elected people taking over office in January.

Any Committee officer may be removed during his/her term in office by a 2/3 vote of the Committee present at the meeting.

In the case of the resignation of the Chairperson, the Vice-Chairperson shall automatically assume the position of the Chairperson when required, except when that position is declined by the said Vice-Chairperson. In the event of the resignation of the Treasurer, Secretary, Facilities Coordinator, Merchandise Person, or Literature Person, the position shall be held open for a period of one month until a willing member from the Committee or fellowship is found to serve the position.

IV. Qualifications and Duties of Officers

Chairperson: Requires two (2) years of uninterrupted clean time, plus a minimum of six (6) months activity with the Committee. Responsibilities include:

- a. Bringing before the general meeting of the Committee such matters as should be acted upon by them.
- b. Carrying out the policies and orders for the Committee.
- c. Keeping the meeting in order.
- d. Appointing special committee members when required.
- e. Ensuring that the Traditions of Narcotics Anonymous are upheld.
- f. Maintaining a link of communication between the ASCs and the Regional H&I Service Committee.
- g. Presenting for approval all correspondence to the institutions served by the Committee.
- h. Co-signer on bank account.

Vice-Chairperson: Requires a minimum of two (2) years uninterrupted clean time, and six (6) months activity with the Committee. The Vice-Chairperson assumes responsibilities of the Chairperson in the event of absence, and coordinates new panels or steering committees if in existence. Responsibilities of this position include.

- a. Providing orientation to newly sanctioned H&I members.
- b. Attending Regional H&I.
- c. Becoming familiar with all aspects of the Chairperson's responsibilities.
- d. Takes position with the understanding that he/she is expected to transition to the position of Chairperson when the Chairperson's tenure is up.

- e. May serve as a co-signer on bank account.

Treasurer: Requires a minimum of two (2) years uninterrupted clean time with recovery centered in Narcotics Anonymous. Clean time may not be waived for this position. Previous service experience, preferably as a treasurer at a meeting or area. Must have the ability to maintain accurate financial records. Must be financially self-supporting. Cannot hold another elected treasurer's position with any area or area subcommittee.

- a. Update and maintain complete and accurate financial records, including bank statements, receipts and other documentation.
- b. Writes checks for committee needs, events, etc. Checks will be co-signed by another bank account signer.
- c. Deposit all contributions from ASCs and any monies from other committees or from committee fundraising events within two weeks of receipt.
- d. Co-signer on bank account.
- e. Provide monthly financial reports to committee, including all checks written and all deposits. This report also includes a photocopy of the full bank statement and a reconciliation of the bank statement. The report will not include the last name of any team member and the checking account number and any other sensitive information will be deleted from the bank statement before copies are made for distribution.
- f. Provide quarterly budget to actual reports to the committee.
- g. Provide a full-year budget to actual report for preparation of the annual budget in January.

Committee Secretary: Requires a minimum of one (1) year uninterrupted clean time. Responsibilities of this position include:

- a. Recording the minutes of all meetings of the Committee and maintaining archives of the previous meeting minutes, etc. At the end of each year, will save all year's documents on a flash drive to be given to the Chairperson.
- b. Copying and distributing minutes, agendas, facilities reports and any other documentation as needed, as well as emailing them out prior to meeting to all attendees. If cost of duplicating documents is prohibitive, notify committee. If funding is unavailable for copying, then each member of the committee will be responsible for printing their copy of material for each meeting.
- c. Keeping current and updated records of all Committee members, completed secretary sanctioning forms & other volunteer information including email addresses and phone numbers.
- d. Keeping all hospital, institution and recovery house guidelines and regulations.
- e. May serve as a co-signer on bank account.

Literature Person: Requires a minimum of six (6) months uninterrupted clean time and an understanding of the institutional work done by the Committee. Responsibilities include:

- a. Maintaining and dispersing all WSC approved literature, Area and Regional meeting directories to the panel leaders upon their attendance at the sub-committee meetings.
- b. Stamping all literature with the Committee rubber stamp.

- c. Making monthly oral reports to the Committee of the literature inventory on hand and available for disbursement.
- d. Keeping the Chairperson informed of specific literature needs for ordering purposes
- e. Keeping and maintaining a prudent reserve of literature for new meetings and emergency situations.
- f. Notifying each ASC Liaison how much their % cost is of each literature order, so the funds can be sent to the RSO to pay for the order.

Facilities Coordinator: Three positions which handle all meetings within their designated geographic location: EBC, EBN, MP). Requires a minimum of one (1) year uninterrupted clean time, plus a minimum of six (6) months activity with the Committee. Responsibilities include:

- a. Being responsible for the welfare of all institutional meetings within their designated area.
- b. Being the liaison between the Committee and institutions served in their area; and in cooperation with the Chairperson, making appropriate decisions regarding said meetings.
- c. Finding a suitable replacement for any Panel Leader or Secretary who is unable to fulfill the commitment to any institutional meeting, and notifying the Chairperson if a longer replacement is needed, when the Panel Leader is not able to fulfill their commitment.
- d. Actively recruit new volunteers from the fellowship to join the committee and fill vacant Panel Leader and Secretary positions.

Panel Leader: Requires a minimum of one (1) year uninterrupted clean time and three (3) months of service in the Committee, or a minimum of 1-year previous service as a Secretary. They shall be qualified and assigned by the Committee. Prospective Panel Leaders must attend a minimum of two (2) meetings within the facility of their choice before being assigned as a Panel Leader, plus being cleared by the institution if necessary. Requirements include:

- a. Finding a suitable replacement for any secretary who is unable to fulfill the commitment to any institutional meeting (from among the other secretaries at that facility) and notifying the Facility Coordinator or Chairperson if a longer replacement is needed.
- b. Attending monthly Sub-Committee meetings and providing status reports.
- c. Acting as liaison between H&I Committee and the Facility. Being familiar with the Committee and Institutional guidelines and rules.
- d. Having a working knowledge of the Narcotics Anonymous Steps and Traditions.
- e. Maintaining regular contact with all the secretaries and reporting any problems back to the Committee.
- f. Providing all literature and readings for the facility or secretaries on a regular basis.

Failure to attend two (2) consecutive meetings of the Committee makes possible their removal as Panel Leader at the discretion of the Chairperson and Committee after reviewing the circumstances with the Panel Leader.

Merchandise: Requires a minimum of two (2) years uninterrupted clean time with recovery centered in Narcotics Anonymous. Clean time may not be waived for this position. Previous service experience, preferably in merchandise at the group, area or regional level. The person will possess the ability to order, manage, and sell H&I committee merchandise, as well as maintain accurate financial records. The person for this position will also be financially self-supporting.

- a. Responsible for providing various committee merchandise for purchase to the NA fellowship as approved by the committee.
- b. Responsible for providing committee merchandise for sale at the NCCNA and/or other fellowship event alternative stores during the course of the year.
- c. Responsible for providing committee merchandise for sale at Tri-Area activities and events where possible.
- d. All logos & designs used on the committee merchandise must be either NA approved, or committee approved logos & designs.
- e. Take a physical inventory every three (3) months with assistance from committee members.
- f. Coordinate bank deposits and all cash handling procedures in advance with the committee Treasurer.

Secretaries: Requires a minimum of six (6) months uninterrupted clean time and a willingness to serve. They must be sanctioned in person by the Committee.
Responsibilities include:

- a. Being familiar with the requirements and regulations of the H&I Subcommittee, as well as any facilities being served. Meeting Do's and Dont's will be reviewed and agreed upon during the Secretary sanctioning process.
- b. Being responsible for qualifying all guest speakers, to remind them of the institution's regulations and H&I rules of conduct.
- c. Making arrangements for a substitute through the Panel Leader or their Facilities Coordinator if unable to carry meetings assigned to them.
- d. Maintaining regular contact with the Panel Leader and coordinating all literature and readings for their meeting.

V. General Information

- a. Any member of the Committee is automatically disqualified from further activity upon the loss of continuous clean time, but may become eligible when they can conform to the requirements set forth. Being "clean" for the purposes of this Committee shall be construed as freedom from the use of any mind or mood-altering drugs, including alcohol.
- b. Any members that are not conforming to the Committee requirements, or who refuse to abide by the rules and regulations of the institutions being served, shall automatically be relieved of any Committee assignments previously granted.

- c. All Narcotics Anonymous meetings regularly conducted under the auspices of this Committee held in any institutions must be under the direct supervision of a regularly delegated Panel Leader or Secretary specifically appointed by this Committee. The Secretaries must also be acceptable to the authorities of the institution being served.
- d. No member will involve themselves with any activity in any institution that this Committee serves to avoid possible conflict and resulting damage to the inmate or patient inside, or to the working ability and privilege of this Committee to carry the NA message of recovery inside the institution.
- e. No member can agree to sponsor an inmate, mental health patient, or minor (under 18-years old), nor will they provide personal contact information to same.
- f. In recovery facility locations, members may provide contact information only to adult (18 years old or over) clients, but only with prior approval from program staff. Panel Leaders & Facility Coordinators will maintain awareness and monitor with facility administration.
- g. No member will interfere with or influence any institutions, courts or hospitals, nor with judge doctor, probation or parole officer. Nor will they make comments or promises regarding employment, parole, probation or medical problems. We carry only the message of Narcotics Anonymous – “Recovery through spiritual help.”
- h. Length of clean time, dress requirements, etc. as required by each institution are to be rigidly upheld by all Panel Leaders, Secretaries and Speakers.
- i. NA case histories, life stories and/or NA principles or NA general information are to be the main topics of any meetings conducted within all institutions served by this Committee. All speakers and secretaries must strictly comply with this regulation, confining their talks solely to NA.
- j. Excessive use of vile or profane language is strictly prohibited by the authorities of all institutions served by this Committee, and is requested by inmates or patients themselves not to be used. All speakers and secretaries must strictly comply with these regulations.
- k. No member of NA on parole will be allowed to participate in or attend an NA meeting in any penal institution being served by this Committee, without express clearance by the authorities of said institution.
- l. Nothing will be given or taken from any inmate/patient, include money or personal messages.
- m. Panel Leaders and Secretaries shall be responsible for the conduct of any speakers taken into any institutions being served and must instruct said speakers in advance regarding the rules and regulations of the institution.

- n. Printed instructions, which include the foregoing, and which shall be compiled and edited to fit the specific requirements of each separate institution shall be furnished by this Committee whenever possible, to each Secretary so they will be in full knowledge of their responsibilities in connection with their individual assignments.
- o. Upon completion of their term as Secretary, all literature, readings, scripts, etc., must be returned to the sub-committee or left in the agreed-upon place within the facility. The committee must be notified (preferably 1 month in advance) of the Secretary's desire to cease doing service at the committee, so that it can be noted on the Facilities Listing that the position is Open.
- p. To assist the purpose of Narcotics Anonymous in carrying the message of recovery, the Panel Leader will provide the staff of the institution with NA literature and related information, stamped with the NA Hotline number.
- q. Any committee member or servant removed from their position on the committee or at a facility for cause, and/or lack of completion of their duties, and/or banned from a facility for any reason may reapply after 1-year for re-sanctioning and/or a return to committee service. The committee retains the right to approve or disapprove such requests based on the known facts available in each case.
- r. Any member requesting a "redress of a personal grievance", under the 10th Concept for NA Service must submit their grievance in writing to the H&I Chairperson at least 24 hours prior to any regular H&I meeting. This provides the Chair with the ability to address the grievance prior to the H&I meeting, and add it to the agenda of the H&I meeting.

Finally, since the purpose of the Committee and its panels is to share the experience strength and hope of the NA message, the Secretaries will try to get the residents in any facility involved with the NA meeting through reading or sharing, and that no sponsoring activities will be established with any inmate, patient or resident until their release.

VI. Annual Budget

The H&I committee operates on an annual budget beginning in March of each year. The intent of this budget is to guide the committee in planning and budgeting its core responsibilities and serving the fellowship as intended. The budget is also one of the principal ways in which the committee communicates its priorities to the ASCs it serves and seeks overall approval for those priorities from the ASCs.

The annual budget of H&I committee will be drafted by the Chairperson or their designee, in consultation with any interested members of the H&I committee. The budget will then be discussed and approved in a regularly scheduled H&I committee meeting no later than December. The H&I committee-approved budget will then be presented for approval to each of the ASCs we serve at their January meetings.

Should the budget not be approved by one or more of the ASCs, the H&I committee may present that budget again at the ASC(s) not approving the budget at their subsequent meeting, but one or more alternative budget(s) must also be presented.

VII. Expense

All expenses not explicitly contained in the annual budget (such as the committee room rent, literature, copies, mileage, etc.) must be authorized in advance by the H&I committee.

All expenses and expenditures will be documented with an invoice and/or a receipt. For direct expenses (such as room rent, supplies, etc.), the cancelled check or credit card statement may serve as the receipt if the committee member submits a written request in addition to the cancelled check or credit card statement, but a receipt is still preferred. All transactions with the Northern California Regional Service Office (RSO) for literature will be documented by the RSO per standard practices. For reimbursements to H&I members, receipts need be received at the time of the reimbursement. If necessary, a handwritten receipt from the H&I member requesting the reimbursement may serve as the receipt, but an actual receipt is still preferred. The Chairperson or their designee shall bring to the H&I committees' attention any request for reimbursement that, in the Chairperson's judgment, is not properly documented, substantiated, or did not have prior approval from the H&I committee.

Requests for funds in advance can be made to the Chairperson, if needed. If funds are advanced, it must be noted in the minutes and logged into old business for the next meeting. Receipts or proof of purchase must be provided at the following meeting. If no receipts are provided at the following meeting the Chairperson will request the funds be returned and/or report the issue as a meeting agenda item for discussion.

VIII. Theft Policy

The Eleventh Concept for NA Service establishes the sole absolute priority for the use of NA funds is to carry the message. The Twelve Concepts give this Team a mandate of service from its ASCs that calls for total financial accountability. With this in mind, any misuse of funds by the members and trusted servants of this H&I committee cannot be tolerated.

All members of the committee are responsible for bringing any allegations of theft or misappropriation of funds before the H&I committee. H&I committee will thoroughly investigate all allegations and make a determination as to the validity of the

allegations.

Should any H&I member or trusted servant be found to have misappropriated or misused the funds of this H&I committee, the presiding officer of the H&I committee, immediately upon calling the H&I meeting to order, must fully disclose the alleged misuse of funds and the individual(s) involved. Any member accused of misuse of funds may exercise their Tenth Concept right to redress at this time. The H&I committee must then immediately inform in writing the ASCs its serves of the allegation, the response from the individual(s) involved, and the steps planned to resolve the issue and seek restitution of the funds.

This H&I committee, once informed of the alleged misuse of funds, may remove the individual(s) involved "with cause" by a two-thirds majority vote. Should the H&I committee remove a member with cause, said individual's participation within the H&I committee is immediately terminated. Additionally, any member removed by the H&I committee for misappropriation of funds may not hold an elected position on the H&I committee for a period of two years.

Individuals removed for misappropriation of funds are required to make full restitution of all H&I committee funds. Should a member removed for misuse of funds fail to make full restitution, said member may be subject to criminal and/or civil prosecution by the H&I committee, an NA Board, or other NA Committee on behalf of the H&I committee.

IX. Facility/Institution Approval

As quoted from the NA H&I Handbook on page #15:

“The purpose of an H&I meeting/presentation is to carry the message to addicts who do not have full access to regular Narcotics Anonymous meetings. H&I meetings/presentations, except for those in longer-term facilities, are intended to simply introduce those attending to recovery through the program of Narcotics Anonymous. One of the most important tasks of an H&I subcommittee in clarifying its own purpose is to establish its priorities. Usually, the highest priority is given to facilities which house addicts who cannot attend any regular NA meetings. Some treatment facilities fall into this category. Treatment centers which allow some limited access to regular meetings are somewhat lower on the priority list.”

To facilitate alignment with this guidance from our predecessors, our service & approval priorities will be to those institutions & facilities that have no access to outside meetings. Institutions & facilities that have any form of access to outside meetings will have a lower priority, and be served based on availability of trusted servants. Should any concerns, conflicts, or changes at an existing facility occur, the facts will be gathered and then a decision will be made using a group conscience of the committee.