

Carolina Regional Hospital & Institutions Subcommittee Guidelines

Article I - Basic Purpose

The Carolina Regional Hospitals & Institutions Subcommittee serves the needs of all areas within the region by conducting activities that promote the growth and strength of all H&I efforts and needs within the region and the NA fellowship.

Article II- Function of the subcommittee

- A) Is a resource for members, groups and areas in their H&I efforts by providing supplies; literature, information and other materials necessary to better carry the message.
- B) Provides a forum for area H&I subcommittees to share their experience, strength and hope.
- C) Maintains an updated listing of all appropriate facilities within the region and records which of these facilities are served by area subcommittees and the types of services that are being performed.
- D) Conducts and/or coordinates outreach projects that carry the message into facilities that cannot be served by an area subcommittee.
- E) Conducts workshops to address and/or work on problems that member areas are experiencing or to discuss new methods of H&I work.
- F) Maintains communication with the NA World Services H&I Committee so that member areas may be informed of its activities. Communication flows both ways between the area and world level through the CRSC.
- G) Performs any other activities that benefit the H&I efforts in the region.

Article III- Subcommittee Membership

- A) Membership on the Carolina Region H&I Subcommittee shall consist of
 1. The Administrative Task Team (ATT).
 2. The chairpersons of each area's H&I Subcommittee in the Carolina Region or their designated representative.
 3. Any member of the fellowship who wishes to better carry the message to hospitals and institutions

Article IV - Administrative Task Team

- A) The Administrative Task Team (ATT) shall consist of the Carolina Region H&I Chair, the CRSC H&I Vice-Chair, the CRSC H&I Secretary, Mobile Unit Chair, and any CRSC H&I ad hoc subcommittee chairpersons.
- B) All committees are to be known as Task Team (TT).

Article V- Voting

- A) Voting members of the CRSC H&I subcommittee are:
 - 1. The Chairperson of each respective area H&I Subcommittee or his/her designated representatives (such as, the Area H&I Vice-Chairperson.)
 - 2. The members of the ATT, except the CRSC H&I Chairperson who votes only to break a tie.
 - 3. Any members of the fellowship that have been in attendance at two consecutive regional H&I subcommittee meetings will have a vote at the third meeting.
- B) Voting privileges:
 - 1. All elected members missing, two consecutive meetings will lose their right to vote for one meeting. Submitted written reports will not count as being present.
 - 2. Any member missing two or more consecutive meetings shall lose voting privileges.
- C) Quorum:
 - 1. Will be considered to be 50% of
 - a. The number of areas chairs or their designated representatives.
 - b. The number of ATT members.

Article VI- Elections

- A) The chairperson is elected in July by the CRSC.
- B) All other ATT positions are elected by the Carolina Region H&I subcommittee.
 - 1. Election of all trusted servants will be held in July to coincide with regional elections.
 - a. Any position filled in the middle of a term (one that does not start in July) will not be construed as a fill term.
 - 2. Trusted servants are to serve no more that two consecutive terms.
 - 3. Anyone wanting to serve on the CRSC H&I subcommittee must be in attendance to state his or her willingness.

Article VII - Removal

- A) The chairperson, if necessary, may be removed by the CRSC as outlined in the Carolina Region Guide to Policy.
- B) All other positions on the ATT, if necessary, may be removed by 2/3 vote of this subcommittee.
- C) Any ATT missing three consecutive CRSC H&I. Subcommittee meetings with or without a written report, will be considered to have resigned involuntarily.
- D) A relapse during a term will be considered an immediate involuntary resignation.
- E) Failure to perform responsibilities will be considered by this subcommittee as cause for involuntary resignation.

***Article VIII- Qualifications and Responsibilities
Of Officers***

- A) ***Chair***
 - 1. Mediates all meetings of the CRSC H&I subcommittee meeting with a general understanding of parliamentary procedure.

2. Prepares a written report for each regional H&I Subcommittee meeting and makes all motions on behalf of and is the voice of this subcommittee.
3. Coordinates or delegates and is ultimately responsible for all work done by the committee.
4. Is available to answer questions from the area H&I subcommittee.
5. Prepares a budget, with the subcommittee, to be submitted for RSC approval for the upcoming year.
6. Including: gas for Mobile Unit
7. As long as travel expense does not exceed quarterly budget, then pay for the co-chair and secretary
8. Provide an agenda for CRSC H&I subcommittee meeting.
9. Agenda to reflect all topics for discussion that day.
10. Provide copies for all in attendance at the beginning of the meeting.

B. Vice-Chair

1. Must have abstained from all drugs for at least two years.
2. Must have at least one year's experience in regional H&I work and a working knowledge of the twelve steps and twelve traditions through application.
3. Must attend all meetings of the regional H&I subcommittee as well as RSC meetings.
4. Works with the chairperson to ensure the smooth operation of the regional H&I subcommittee.
5. Performs the duties of the chairperson in their absence.
6. Required to make written report to regional H&I Subcommittee at each meeting.

C. H&I Coordinator

1. Must have abstained from all drugs for at least two years.
2. Must have at least one year experience in regional H&I work and a working knowledge of the twelve steps and twelve traditions through application.
3. Must attend all meetings of the regional H&I Subcommittee.
4. Work with chair and vice-chair to ensure the smooth operation of the regional H&I subcommittee.
5. Duties:
 - a. Maintain contact with all area H&I chairs or RCM's.
 - b. Contact is to be made bi-monthly either by telephone, internet or US mail service.
 - c. Keep calendar of H&I events for areas and region to prevent conflicts and overlapping of events.

D. Secretary

1. Must have abstained from all drugs for at least two years.
2. Must have at least one year's experience in regional H&I work and a working knowledge of the twelve steps and the twelve traditions through their application.
3. Must have a certain amount of clerical skills.
4. Must attend all regional H&I subcommittee meetings.
5. Must create an accurate set of minutes of all CRSC H&I subcommittee.
 - a. The minutes should be ready for the approval of the chairperson and distribution to subcommittee members within 14 days of H&I subcommittee meetings.

6. Works with the chairperson to ensure the smooth operation the regional H&I subcommittee.
7. Must keep copies of all letters requesting H&I meetings and/or NA literature.
8. Archive all minutes: one copy for RSO and one kept in subcommittee archives.
9. Allowed to use tape recorder in meetings.

D. ***Alternate Secretary***

1. Must have abstained from all drugs at least six months.
2. Must have a desire to serve the regional CRSC H&I subcommittee.
3. Performs the duties of the secretary in their absence.
4. Contact all area H&I chairpersons 7-10 days before meeting:
 - a. Did they receive their minutes?
 - b. Will they attend the regional H&I subcommittee or are they sending a representative?
5. Attend all regional H&I subcommittee meetings.
6. Assist the secretary in record keeping, dating motions, reports, etc. as they are received.
7. Attend the DOC meetings and take minutes (usually held before the regional H&I subcommittee.)
8. Be responsible for the Meeting/Presentation Forms to be filed with the NAWS and keep up with the number of meetings being held in treatment facilities and prisons in the Carolina Region for the Chairperson's Quarterly report.
 - a. See H&I M/P registration form in handbook.
9. Up-date all changes to the regional H&I subcommittee guidelines.

E. ***Mobile Unit (MU) Chair***

1. Must have abstained from all drugs for at least one year.
2. Must have at least one year's experience in regional H&I work and a working knowledge of the twelve steps and twelve traditions through application.
3. Must attend all meetings of the regional H&I subcommittee as well as any subsequent Mobile Unit Task Team meetings (MUTT) meetings.
4. Required to make written report to the regional H&I subcommittee at each meeting.

Article IX - Subcommittee Assembly

A. Meeting:

1. Meeting frequency as deemed by the regional H&I subcommittee.
2. Meeting to be held on Saturday.
3. Meeting to start at 10:00 A.M.
4. DART may attend by invitation and one hour prior to the regional H&I subcommittee meeting,
5. H&I business meeting may not be held in conjunction with or during, any convention.
6. CRSC H&I subcommittee meetings are to be non-smoking with periodic smoke breaks.
7. Area's wanting to host a regional H&I subcommittee meeting may do so by submitting a motion at the H&I subcommittee meeting.

B. Reports:

1. All area reports are to be written or typed. Please use dark ink if written.
 - a) Use report from old handbook page 114, New Handbook page 129.
 2. All areas are to define their own boundaries and inform the regional H&I subcommittee of the changes.
- C. All motions must be made in writing on motion forms supplies

Article X - Agenda

1. Opening Prayer
2. Read Twelve Concepts
3. Read twelve Traditions
4. Read Basic Purpose
5. Secretary's report of last meeting minutes & motion to accept.
6. Attendance (Roll Call)
7. Administrative committee reports
8. Area reports
9. Open forum
10. Old business
11. Elections
12. Task Team sessions
13. Sessions
14. New Business
15. Motions
16. Announcements
17. Closing Prayer.

Article XI -Mobile Unit Guidelines

A.) The purpose is to respond to request for H&I services in correctional units and treatment centers within the Carolina Region and to carry the-NA message to outlying areas that lack H&I support.

1. Identify areas/counties in our region where NA does not exist through boundary list.
2. Ask the CRSC to assign a RCM from rural counties to H&I Subcommittee. These are the areas deemed most likely to need services due to lack of finances and support. This RCM shall provide a contact person for the regional H&I subcommittee.

B. Initial contact will probably, be made-between facilities and- local service committee. It is important for regional H&I subcommittee to make its own presentation before making a commitment. At this meeting we need to make clear our goals and purpose and our limitations. Before making any commitment we must be sure & our ability to carry out that commitment.

- C. Function: Our commitment is both supplemental and temporary.
 - 1. These commitments are for six month and only on a monthly basis.
- D. The Mobile Unit Panel shall consist of a pool of people-that are both committed and willing to serve. Members shall be drawn from all areas, H&I committees and NA communities within the Region.
- E. The *Following guidelines will apply*:
 - 1. One year NA clean time.
 - 2. Six months NA H&I experience.
 - 3. Recommended/approved by area H&I.
 - 4. Willing and able to travel to specific facility.
- F. A list of pool members shall be maintained and updated by Task Team-Chair and submitted to the Carolina Region H&I Subcommittee.
- G. The unit will consist of six panels (PL).
 - 1. The basic geographic outline shall consist of
 - PL-1: Capital, Coastal, and Down East
 - PL-2: Piedmont, Twin City, and Greater Charlotte
 - PL-3: Foothills, Asheville, and Central Piedmont
 - PL-4: Gap, Upper S. Carolina, and N. Central Carolina
 - PL-5: Central Carolina
 - PL-6: Sun City, South Coastal

Areas to be assigned: New Hope, Western N. Carolina, Southern Foothills, Lower Piedmont, Catawba Valley
 - 2. New Areas and Panels will be assigned accordingly.
 - 3. Each panel will have designated/rotating panel leader who will:
 - a. Be an area H&I chair person or vice-chair
 - b. Maintain contact with the facilities.
 - c. Make written monthly report to unit leader.

**DUTIES OF MOBILE UNIT
CHAIRPERSON & VICE CHAIRPERSON**

Chairperson:

- 1. Contact area chairperson to make a list of NA volunteers. These volunteers are to be given an orientation.
- 2. Determine which area to contact nearest facility mobilize volunteers.
- 3. Keeping current area:
 - a. Area boundaries
 - b. Area chairperson, and vice chairperson.
 - c. Phone numbers
 - d. Updated maps.
- 4. Keep literature stockpile current. Ordering literature for both chair and vice chairperson.
- 5. Be present at regional H & I meetings, learning days, and other service dictated by regional subcommittee.

Vice-chairperson:

- 1. Learn duties of chairperson.

2. Communicate to chairperson, each month, the number of inquiries for mobile unit services.
3. Determine nearest area facility in need, and contact area chair to mobilize volunteers.
4. Be present at regional H & I meetings, learning days, and other service dictated by regional subcommittee. Fill in for chairperson when unable to attend regional or other service commitments.