

HOSPITALS AND INSTITUTIONS (H & I) Sub-Committee Guidelines And Procedures

ARTICLE I Basic Definition Of The Sub-Committee

The Regional H & I Sub-committee is a standing Sub-committee of the Pacific Cascade Regional Service Committee. H & I has been created in harmony with Tradition Nine to unify efforts of 12 step work within Hospitals & Institutions. We shall maintain an effective liaison and cooperation with the PCRSC. This committee shall adhere to the H & I guidelines approved by the fellowship through the World Service Conference.

ARTICLE II Functions Of the Sub-Committee

- Section 1. To serve as a pooling place of area H & I experience and resources.
- Section 2. To conduct quarterly business meetings.
- Section 3. To provide a communication link between the Area and World levels of H & I service work.
- Section 4. Compile, maintain and update a list of all appropriate hospital and institutions in the Region and keep track of which ones are served by Area Committees and which ones are not serviced add all.
- Section 5. Maintain and update a map of the Region that denotes H & I meetings.
- Section 6. Communicate with facilities that are not served by Areas to inform them about NA and to provide them with NA literature.
- Section 7. To hold a yearly H & I service workshop.
- Section 8. To support input for publication in the H & I newsletter, "Reaching Out".
- Section 9. To submit a budget to the Regional Service Committee as requested.
- Section 10. To review and update the guidelines as necessary.
- Section 11. To encourage NA members to carry the message through H & I.
- Section 12. To submit any changes or amendments to these guidelines to the RSC for approval.

ARTICLE III Membership And Elections

- Section 1. Membership shall consist of voting and non-voting members.
 - A) Non-voting members shall include any interested NA member.
 - B) Voting members shall consist of:
 - 1) Vice-chairperson
 - 2) Secretary
 - 3) Area H & I Chairperson or their designated representative.
- Section 2. All officers (except Chairperson) are elected by a majority vote by the voting membership.
- Section 3. The Chairperson will vote as a tie breaker.

- Section 4. In no case may any officer of the Committee cast two (2) votes, i.e., if the officer is also Area H & I Chairperson.
- Section 5. A quorum of one-third of the voting participants must be present for any vote to be taken on work that is being presented to the Committee. A voting member may send a proxy vote to be cast when the quorum is met.
- Section 6. The Chairperson is elected by the RSC at the next quarterly meeting following the World Service Conference. All other officers are elected at the following quarterly RSC H & I meeting.
- Section 7. All positions are for a period of one (1) year.
- Section 8. Interim appointments or elections shall not constitute a full term.

ARTICLE IV Membership Requirements

- Section 1. Members should be among the most well informed, active H & I service workers in the Region.
- Section 2. Shall have demonstrated a working knowledge of the 12 Steps & 12 Traditions, service structure and H & I guidelines.
- Section 3. Shall have the time and ability to make the commitment to serve on the Regional H & I Sub-committee.
- Section 4. Removal from the Committee is necessary when any of the following situations arise:
 - A) Relapse
 - B) Failure to notify the committee of absence, prior to any scheduled meeting.
 - C) Failure to carry out tasks and responsibilities delegated to them by the Committee
 - D) Misappropriation of Fellowship funds.

ARTICLE V Officer Qualification And Responsibilities

- Section 1. Chairperson
 - A) Elected by the RSC according to RSC guidelines.
 - B) Conduct meeting in an orderly manner according to the established format.
 - C) Maintain regular communication and correspondence between WSC H & I Sub-committee, WSO Project Coordinator, and Are H & I committees.
 - D) Serve as representative to the RSC, and submit a written quarterly report to RSC
 - E) Suggested clean time - two (2) years.
 - F) One (1) year experience in H & I work.
- Section 2. Vice-Chairperson
 - A) Suggested clean time is one (1) year.
 - B) Compile, maintain, and update a list of appropriate hospitals and institutions in the Region.

- C) Maintain and update a map of the Region that denotes the H & I meetings within the Region. Presides over the Sub-committee meetings when the Chairperson is unavailable.
- D) In case of resignation or removal, the Vice-Chairperson shall temporarily assume the position of Chairperson until the Region elects a new Chairperson.

Section 3. Secretary

- A) Suggested clean time is one (1) year.
- B) To record the minutes of all meetings.
- C) To copy and distribute said minutes two (2) weeks after each meeting. Minutes are distributed to all voting Committee members, and non-voting members who have requested minutes. A copy of said minutes is to be sent to the H & I Project Coordinator at WSO.
- D) To keep records of all Committee members.
- E) Maintain a list of attendance of all meetings.
- F) Maintain a correspondence file.
- G) Send out a notice of upcoming meetings two (2) weeks prior to the date. This notice should go to all voting members, and non-voting members who had requested minutes at the last meeting.

ARTICLE VI

Suggested Format For Regional H & I Meetings

- A) Moment of Silence and Serenity Prayer.
- B) Read the I2 Traditions.
- C) Read "Why H & I".
- D) Take roll of voting and non-voting members.
- E) Read, amend if needed, and approve the minutes from the last meeting.
- F) Officer's reports.
- G) Area reports (3 minutes each, written).
- H) Old Business.
- I) New Business.
- J) Announcements.
- K) Schedule next sub-committee meeting.
- L) Close with group hug & Prayer.