

**COLORADO REGIONAL SERVICE**  
**COMMITTEE OF NARCOTICS ANONYMOUS**



**HOSPITALS AND INSTITUTIONS**  
**SUBCOMMITTEE**  
**GUIDELINES**

Approved: 21 April 2018

## **ARTICLE I: Name**

### **Section 1.**

The name of this assembly shall be the Hospitals & Institutions Subcommittee to the Colorado Regional Service Committee of Narcotics Anonymous (CRSCNA), will be referred to as, H&I or called the committee.

### **Section 2.**

The committee is a standing sub-committee of the CRSCNA.

## **ARTICLE II: Purpose**

### **Section 1.**

The CRSC H&I Subcommittee is to be supportive to the areas, groups, and members, in their primary purpose to carry the message of NA through meetings and NAWS approved literature and encouraging the growth of the fellowship through H&I within the CRSCNA.

## **ARTICLE- III: Spiritual Guidance**

### **Section 1.**

The Committee shall not make any proposal or take any action that conflicts with the Twelve Traditions of Narcotics Anonymous or the Twelve Concepts for NA Service.

### **Section 2.**

The committee shall comply in all its actions with the following documents:

1. CRSCNA Guidelines.
2. CRSCNA H&I Guidelines.
3. NAWS H&I Handbook.
4. Any other NAWS approved Service Manuals.

## **ARTICLE IV: Function of the Subcommittee**

### **Section 1.**

Is a resource to assist the members, groups and areas in their H&I efforts in order to better carry a message of recovery through Narcotics Anonymous.

### **Section 2.**

Provides a forum for the Areas H&I Subcommittees to share their experience, strength, and hope, and to offer an opportunity to report on their area H&I efforts.

### **Section 3.**

Maintains an updated listing of all facilities within the region that are being served, and records the services performed by each area and the type of services that are being performed.

### **Section 4.**

Conducts and/or coordinates outreach projects that carry the message into H&I facilities that cannot be served by an Area Subcommittee.

### **Section 5.**

Conducts workshops to address and/or work on problems the member areas are experiencing and discuss new methods of H&I work.

**Section 6.**

Maintains communication with the CRSCNA so that member areas will be informed of H&I activities.

**Section 7.**

To be a subcommittee of the Colorado Regional Service Committee and maintain effective communication and cooperation with that committee.

**Section 8.**

To follow the guidelines contained in the NAWS H&I Handbook and the CRSCNA H&I Subcommittee guidelines.

**Section 10.**

Performs any other activities or functions that benefit the H&I effort in the region, including monthly and/or bi-monthly business meetings.

**Section 11.**

The CRSCNA H&I Subcommittee shall participate and coordinate under the CRSCNA Public Relations (PR) Subcommittee.

**ARTICLE V: Subcommittee Membership****Section 1.**

Membership on the CRSCNA H&I Subcommittee shall consist of the Chairperson, Vice Chairperson, Department of Corrections (DOC) Coordinator, DOC Coordinator Assistant, Secretary, and Chairpersons of the recognized Areas H&I Subcommittees or their designated representative; as well as, any member of the fellowship who wishes to carry the Narcotics Anonymous message of recovery into hospitals and institutions, that meet the necessary uninterrupted clean time and who have attended the H&I training.

**ARTICLE VI: Qualifications and Responsibilities of Subcommittee Members****Chairperson**

1. Is nominated and elected at the Regional Assembly in April every even year.
2. Is elected for a two-year term for a maximum of two (2) consecutive terms.
3. Requires four (4) years uninterrupted clean time.
4. Must have a minimum of one (1) year activity at the regional level of Hospitals and Institutions H&I volunteer work.
5. Must express a willingness to serve.
6. Mediates all meetings of the subcommittee with a general understanding of parliamentary procedure consensus based decision making as is defined in the NA.org website.
7. Attends PR Subcommittee meetings.
8. Prepares a report for each CRSCNA meeting and makes all proposals on behalf of and is the voice of the CRSCNA H&I Subcommittee.
9. Coordinates all work done by the CRSCNA H&I Subcommittee.
10. Prepares a budget with the subcommittee to be submitted for the approval of by the CRSC for the upcoming year, according to CRSC budget guidelines.
11. Be available to perform audits of literature and records if requested.
12. If necessary, may be removed by the CRSC as outlined in its guidelines.

**Vice-Chairperson**

1. Is nominated and elected by the H&I Subcommittee.
2. Is elected for a two-year term for a maximum of two (2) consecutive terms.
3. Position requires at least two (2) years uninterrupted clean time.
4. Must have at least one (1) year experience of H&I work.
5. In the absence of the CRSCNA H&I Chairperson attend all meetings of the CRSCNA and PR Subcommittee meetings.
6. Works with the Chairperson to ensure the smooth operation of the CRSCNA H&I Subcommittee.
7. In the absence of the CRSCNA H&I Chairperson, prepares a report for the CRSCNA meeting and makes all proposals on behalf of and is the voice of the CRSCNA H&I Subcommittee.
8. In absence of the CRSCNA H&I Chairperson, facilitates H&I subcommittee meetings.
9. In absence of the CRSC H&I Chairperson, attends PR subcommittee meetings.
10. Assumes all open subcommittee positions and their responsibilities.

**Department of Corrections (DOC )Coordinator**

1. Is nominated and elected by the CRSCNA H&I Subcommittee and is responsible for maintaining a regular ongoing link of communication with the CRSCNA H&I Subcommittee and the DOC of Colorado.
2. Is elected for a two-year term for a maximum of two (2) consecutive terms.
3. Requires at least four (4) years of uninterrupted clean time.
4. Have at least one (1) year experience with the Department of Corrections H&I work.
5. Must be an approved DOC volunteer.
6. Attends all CRSCNA H&I Subcommittee meetings and is responsible for maintaining a regular ongoing link of communication with the CRSCNA H&I Subcommittee and the Colorado DOC.
7. In absence of H&I presence, attends CRSCNA meetings and PR Subcommittee meetings.
8. Is responsible for preparing and presenting a report at H&I Subcommittee meetings.
9. Maintains a relationship with DOC facilities' Volunteer Coordinators.
10. Works with the facility NA Panel Coordinators.
11. Recruits panel coordinators and panel members for the DOC facilities.
12. Assists new members with DOC application process and criminal history reports.
13. Facilitates, coordinates, and maintains updated training and maintains records of all members going into DOC facilities per DOC guidelines.
14. Is responsible for CRCNA's Friday DOC training and the Sunday morning DOC broadcast.
15. Is responsible for CRCNA offender attendance, if available, including reserved seating, lunch and workshops.

**DOC Coordinator Colorado Regional Convention of Narcotics Anonymous (CRCNA) Duties (Also see CRCNA guidelines)**

1. Before CRCNA, prepare for the volunteer training on Friday:
  - a. Recruit new panel members for DOC meetings.
  - b. Collect DOC applications for approval.
  - c. Review applications for criminal history and run Colorado Bureau of Investigations (CBI) for each applicant at the cost of \$6.85 each: determine if any arrests were made in other states, have applicant get reports for other states when necessary, and scan and email new applications with original NA Program Leader (this is a DOC title) signature and CBI report to Faith and Citizens. Person must be approved by DOC and will be the only person allowed to sign new DOC Volunteer Applications for NA.

2. Schedule any applicants who cannot attend the CRCNA Basic Volunteer Training (BVT) into a regularly scheduled BVT session. They have 6 months from the time the application is signed to attend BVT or a new application must be submitted.
3. Coordinate with the CRCNA Hotel and Hospitality Chair for two rooms:
  - a. One (1 ) to be setup classroom style for BVT for 9:00am.
  - b. One (1) to be setup theater style for Updated Volunteer Training (UVT) for 1:00pm (chairs, easel, water, etc.).
  - c. Verify BVT ability to access food for lunch break of 45 minutes.
  - d. Coordinate with the DOC Faith and Citizens to assure 2 trainers are available for the training on Friday.
4. Before CRCNA, prepare for inmate(s) attendance at CRCNA on Saturday:
  - a. Coordinate with Brenda Noble (TC Director at DWCF) to select possible participants from NA meeting attendees.
  - b. Verify prison personnel are available (1:1 ratio DOC employee to offender) with transportation.
  - c. Share CRCNA schedule with prison personnel to determine workshops that offenders will attend. Make sure a separate seating will be available at chosen workshops for offenders and staff.
  - d. Coordinate with CRCNA Programs Committee and CRCNA H&I for workshop details.
  - e. Have Panel Coordinator from attending facility available to accompany offenders and staff from arrival to departure.
  - f. Verify budget includes lunch for offenders and staff.
5. Before Sunday, at CRCNA, prepare for the Sunday Morning DOC facility hookup:
  - a. Plan with CRCNA Committee to have a dedicated phone line available for the Sunday morning spiritual speaker meeting.
  - b. Determine conference call technology (e.g. GoTo Meetings®, Google Hangouts®, ZOOM®, etc.).
  - c. Coordinate with DOC Volunteer Coordinators at all listed facilities, inviting them to participate in the Sunday morning spiritual speaker meeting via teleconference call. This should be a “save the date” email sent in July (3 months prior to CRCNA).
  - d. Follow up with each DOC Volunteer Coordinator by phone, encouraging their full participation. If they don’t have a staff member available to facilitate the call, then find a NA volunteer willing to be on site for each prison during the call.
  - e. Send time and step-by-step instructions on how to connect and participate on the call including the conference line phone number, code, and instructions on muting the call. Include CRCNA conference call flyer developed by the Web Servant, including the CRCNA logo and reiterating instructions.
  - f. Be sure that Panel Members are announcing the call during the NA H&I meetings at each facility, allowing offenders to sign up on DOC sheets for attendance to the call.
  - g. Update the word document that announces the call with the prisons attending for the Vice Chair of CRCNA to read at the opening of Sunday morning meeting.
6. On Friday at CRCNA
  - a. Arrive at 8:30am to verify rooms are set up and greet DOC trainers.
  - b. Verify all attendees for BVT and UVT.
  - c. Attend the UVT.
  - d. Have DOC applications ready for volunteers to complete.
  - e. Make sure all UVT participants fill out a new application.
  - f. Verify and sign every UVT application.

- g. Help DOC trainer as needed.
7. On Saturday at CRNCA
    - a. Meet offenders and staff with facility Panel Coordinator at CRCNA.
    - b. Escort them to registration.
    - c. Escort them to workshops and lunch, making sure that separate seating is available and keeping the fellowship at a safe distance as required by DOC.
    - d. Participation at the H&I workshop as previously planned by the regional H&I Subcommittee.
    - e. Escort offenders and staff to the exit.
    - f. Have DOC applications ready for the new volunteers to complete.
  8. On Sunday at CRNCA
    - a. Beginning at about 9:45 am, call into conference line to verify each of the prisons are online and can hear and be heard.
    - b. Test onsite dedicated line can be heard on conference line.
    - c. Have applications ready for new volunteers.

#### **DOC Coordinator Outside of CRCNA Duties**

1. Maintain relationships with DOC Faith and Citizens staff (Kirk Machin and Danyel Fox) and the Volunteer Coordinator at each facility that we hold meeting in.
2. Reach out to other areas to encourage volunteers to complete the background process, to attend current meetings, and encourage them to start new meetings.
3. Recruit! Recruit! Recruit! Flyers, word of mouth, go to all the major CRCNA fundraisers.
4. Collect applications for DOC approval.
5. When new volunteers are approved, coordinate training (DOC BVT) (Must be done within 6 months of application date or a new application must be submitted).
6. BVT – Basic Volunteer Training is a mandatory DOC 8-hour training for ALL new volunteers.
7. UVT – Updated Volunteer Training is a mandatory annual DOC 3- hour training.
8. When BVT has been completed, each volunteer must attend a mandatory facility tour at the facility they will attend meetings. There is a 90-day time limit for this. Some facilities will do a tour on demand and some only 1 per month (If the facility tour is not completed within 90 days, the entire process must begin again).
9. After the facility tour, each individual warden must sign off and send the list to Faith and Citizens, which then notifies the prisons that the volunteer can attend meetings. At this time volunteers can attend facility tours and meetings at other prisons as desired so long as they maintain their volunteer status.

#### **DOC Coordinator Assistant**

1. Is nominated and elected by the CRSC H&I Subcommittee.
2. Is elected for a two-year term for a maximum of two (2) consecutive terms.
3. Requires at least three (3) years of uninterrupted clean time.
4. Have at least one (1) year experience in Regional H&I work.
5. Must be an approved DOC volunteer.
6. Attends all CRSCNA H&I Subcommittee meetings and is responsible for maintaining a regular ongoing link of communication with the CRSCNA H&I Subcommittee and the DOC of Colorado when the DOC Coordinator cannot.
7. Assists the DOC Coordinator with all duties listed above for the DOC Coordinator
8. This position is required to then become the DOC Coordinator.

#### **DOC Facility Panel Coordinators**

1. Is nominated and elected by the CRSCNA H&I Subcommittee.
2. Is elected for a two-year term for a maximum of two (2) consecutive terms.

3. Suggested clean time requirement is three (3) consecutive years.
4. Have at least one (1) year experience as a DOC Panel Member.
5. Must be an approved DOC volunteer.
6. Choose a meeting format for that specific meeting (e.g. speaker meeting, Q&A, literature study, etc.)
7. Ensure that the meetings are conducted in accordance with the policies of the subcommittee and the rules of the facility.
8. Act as a liaison between the subcommittee and the facility.
9. Responsible for finding a replacement panel member when necessary or ensures the facility is notified in the event of a meeting cancellation.
10. Obtain and maintains current contact information and proper clearances as required by the facility for all Panel members.
11. Works with the DOC Coordinator and respective areas as needed.
12. Maintain a list of all DOC cleared panel members and when their last Basic Volunteer Training (BVT)/Updated Volunteer Training (UVT) has occurred.
13. Schedule attendance at UVT, especially at CRCNA
14. Works with the DOC Coordinator to schedule any applicants who cannot attend the CRCNA BVT into a regularly scheduled BVT session. They have 6 months from the time the application is signed to attend BVT or a new application must be submitted, and the entire process is repeated.
15. Drafts and archives any facility correspondences with the help of the CRSC H&I Subcommittee Chair.
16. Informs panel members of any facility rule changes and/ or procedures for conducting the meeting.
17. Serves as a mentor for any newly appointed panel members, or volunteer speakers.
18. Attends at least two (2) monthly subcommittee meetings per year (one being prior to CRCNA, 2nd Sunday in August, and one in February).
19. Orders literature from and presents a report via email monthly to the H&I Committee maintains a schedule of panel members and email the schedule and panel member roster each month to all members.
20. Delivers books, IPs and NA Meeting Lists to the facility.

#### **DOC Facility Panel Member**

1. Must have one (1) year uninterrupted clean time and three (3) years off paper.
2. The commitment will be for one (1) year.
3. Must participate in DOC training, then a facility tour for each facility in which meetings will be attended.
4. Must agree to adhere to dress codes and all other rules for each facility.
5. Should contact the panel coordinator as quickly as possible if they are going to be unable to attend the meeting to which they are scheduled to attend.
6. Contact the panel coordinator to request literature and other needs for the facility meetings.

#### **Secretary**

1. Is nominated and elected by the CRSCNA H&I Subcommittee.
2. Is elected for a two-year term for a maximum of two (2) consecutive terms.
3. Requires at least one (1) year of uninterrupted clean time.
4. Have at least six (6) months experience in H&I work.
5. Have basic clerical skills.
6. Keeps an accurate set of minutes of all H&I Subcommittee meetings.
7. Responsible for distributing the minutes to members of the CRSC H&I Subcommittee.
8. Archives a file of all correspondence and minutes.
9. Works with the Chairperson to ensure smooth operation of the CRSC H&I Subcommittee.

## **ARTICLE VII: Additional Guidelines**

### **Section 1.**

1. Attendance for all CRSCNA H&I subcommittee members is suggested at all CRSCNA H&I Subcommittee meetings.
2. It is suggested that each member send representative in their absence.
3. It is suggested that each member attend at least 9 out of 12 CRSCNA H&I Subcommittee meetings per year.
4. It is suggested that each member be physically present at least two (2) CRSCNA H&I Subcommittee meetings per year and may utilize means of technology such as Skype®, Google Hangouts®, Go To Meetings®, or others in place of physical presence the remainder of the time.

### **Section 2.**

All area H&I Chairpersons are required to give a report at each CRSCNA H&I business meeting. It is suggested all members maintain a current NAWS H&I Handbook.

### **Section 3.**

Should have a working knowledge of the Twelve Steps of Narcotics Anonymous, the Twelve Traditions of NA, and the Twelve Concepts for NA Service.

## **ARTICLE VIII: VOTING**

### **Section 1.**

Voting members of the CRSC H&I Subcommittee shall be the CRSCNA H&I Vice-Chairperson, DOC Coordinator, DOC Coordinator Assistant, Secretary, and Area H&I Subcommittee Chairpersons or their designated representatives.

### **Section 2.**

Voting members lose their vote upon the absence of two (2) consecutive meetings without notice and privileges will be reinstated after attending (2) consecutive CRSCNA H&I Subcommittee meetings.

### **Section 3.**

The CRSCNA H&I Chairperson only has a vote in the case of a tie.

### **Section 4.**

All officers are elected for a term of one (1) year two (2) years and will be eligible for a second term of one (1) year two (2) years.

### **Section 5.**

Any members of the committee may make motions proposals, but they must be seconded by a voting member. Any member may participate in the discussions. Proposals must be submitted in writing.

### **Section 6.**

Proposals may be amended or withdrawn at any time by the maker prior to voting.

## **ARTICLE IX: Elections**

### **Section 1.**

Only past or current members of a Regional or Area H&I Subcommittee are eligible for nomination to any H&I Subcommittee officer position.



**Section 2.**

Any member of the committee may nominate a qualified individual for an H&I Officer position.

**Section 3.**

A simple majority is required to elect these officers.

**Section 4.**

Nominees will state qualifications, answer questions from the committee, then leave the room for the committee to vote by a show of hands.

**Section 5.**

An officer may be removed from their position for non-compliance. Two thirds (2/3) majority of voting members present is required for removal. Non-compliance includes, but is not limited to:

1. Loss of abstinence (automatic resignation).
2. Non-fulfillment of duties of their position.

**Section 6.**

No member shall hold more than one H&I Officer position at a time, and no member shall be eligible to serve more than two consecutive terms in the same officer position.

**Section 7.**

In case of mid-year removal or resignation of an H&I Officer other than Chairperson, an interim officer shall be appointed by the Chair at the time of removal or resignation, with elections to fill the interim position at the following H&I meeting. In the event of the removal or resignation of H&I Chairperson, refer to the CRSCNA Guidelines.

**ARTICLE X: Ad-Hoc Committees****Section 1.**

The H&I Subcommittee may establish Ad-Hoc committees from time to time to carry on the work of the committee. These Ad-Hoc committees perform the duties prescribed in Article III-Spiritual Guidance.

**Section 2.**

Special Ad-Hoc committees may be appointed by the Chairperson, or they may be formed by proposal upon approval by the voting members.

**ARTICLE XI: Budget and Financial Procedures****Section 1.**

The committee shall adhere to CRSCA Guideline articles and all other approved CRSCNA financial procedures.

**Section 2.**

All proposals requiring new budget expenditures require a two-thirds (2/3) majority of voting members present.

**ARTICLE XII: Literature Stockpile and Distribution****Section 1.**

1. Maintain a literature reserve for distribution to aide areas, groups, and members of facilities that cannot obtain sufficient Literature.
2. Literature requests need to be accompanied by a purpose and distribution of requested

- literature. DOC literature requests must have two (2) written requests submitted.
3. Literature stockpile shall consist of the items found in the stockpile inventory (see Addendum I).
  4. Any request for literature must be approved in advance by the committee. The literature stockpile will be replenished by the chair when needed provided that funds are available.

### **ARTICLE XIII: Amendment to Guidelines**

#### **Section 1.**

Any voting member may propose an amendment to these guidelines at regular meeting of H&I. The proposal must be seconded and submitted in writing at such regular H&I meetings, then referred to the CRSCNA Public Relations (PR) Subcommittee for approval. A two-thirds (2/3) majority of the voting members is necessary to amend.

#### **Section 2.**

The amendment shall go into effect upon its approval by the PR Subcommittee, unless the motion to adopt specifies a time otherwise.

### **ARTICLE XIV: Suggested Agenda for the H&I Subcommittee Meeting**

1. Opening Serenity Prayer
2. The Twelve Traditions of Narcotics Anonymous
3. The Twelve Concepts for NA Service
4. Welcome new members and/or visitors
5. Recognize Clean Time Birthdays since last H&I Meeting
6. Roll call
7. Approval of the last Meeting Minutes
8. Chairperson report/ Vice Chairperson
9. DOC Coordinator / DOC Coordinator Assistant
10. Area reports
11. Old business
12. New business
13. Announcements
14. Closing Prayer of choice

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