

**Narcotics Anonymous
Colorado Regional
H&I Subcommittee Guidelines**

ARTICLE- I: NAME

- SEC. 1. The name of this assembly shall be the Hospitals & Institutions Subcommittee to the Colorado Regional Service Committee, hereinafter called H&I or called the committee.
- SEC. 2. The committee is a standing sub-committee of the CRSC.

ARTICLE- II: PURPOSE

The Colorado Regional Service Committee (CRSC) H& I Subcommittee is to be supportive to the Areas, Groups, and Members, in their primary purpose by helping them deal with their basic situations and needs, and encouraging the growth of the fellowship through H&I within the CRSC.

ARTICLE- III: SPIRITUAL GUIDANCE

- SEC. 1. The Committee shall not make any motion or take any action that conflicts with the Twelve Traditions or Twelve Concepts of Narcotics Anonymous.
- SEC. 2. The committee shall comply in all its actions with the following documents.
- A. CRSC Regional guidelines.
 - B. CRSC Regional H&I Guidelines.
 - C. Any special Rules of Order the Committee may adopt.
 - D. Past Regional H&I Committee motions.
 - E. WSC H&I Handbook.
 - F. Any other WSC approved service manuals.

ARTICLE- IV: FUNCTION OF THE SUBCOMMITTEE

- SEC. 1. Is a resource to assist members, groups and areas in their H&I efforts to better carry a message of recovery through Narcotics Anonymous.
- SEC. 2. Provides a forum or pooling places for Area H&I Subcommittees to share their experience, strength, and hope, and to offer an opportunity to report on their Area H&I efforts.
- SEC. 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.
- SEC. 4. Conducts and/or coordinates outreach projects that carry the message into facilities that cannot be served by an area subcommittee.
- SEC. 5. Conducts workshops to address and/or work on problems the member areas are experiencing or to discuss new methods of H&I work.
- SEC. 6. Maintains communication with the CRSC so that member areas may be informed of its activities.
- SEC. 7. To be a subcommittee of the Colorado Regional Service Committee and maintain effective communication and cooperation with that committee.

- SEC. 8. To follow the Guidelines contained in the WSC H&I Handbook and/or the CRSC H&I Subcommittee.
- SEC. 9. Performs any other activities or functions that benefit the H&I effort in the Region, including monthly and/or bi-monthly business meetings.
- SEC.10. The CRSC H&I Subcommittee shall meet as needed to review guideline revisions.

ARTICLE- V: SUBCOMMITTEE MEMBERSHIP

Membership on the CRSC H&I Subcommittee shall consist of the Chairperson, Vice Chairperson, DOC Coordinator, Secretary, and Chairpersons of the recognized Area 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.

ARTICLE-VI: QUALIFICATIONS AND RESPONSIBILITIES OF SUBCOMMITTEE MEMBERS

Chairperson

1. Is nominated and elected at the Regional Assembly in April.
2. Requires four (4) years uninterrupted clean time.
3. Must have a minimum of one (1) year activity at the Regional level of Hospitals and Institutions work.
4. Must express a willingness to serve.
5. Mediates all meetings of the Subcommittee with a general understanding of parliamentary procedure.
6. Prepares a report for each CRSC meeting and makes all motions on behalf of and is the voice of the CRSC H&I Subcommittee.
7. Coordinates all work done by the CRSC H&I Subcommittee.
8. Prepares a budget with the Subcommittee to be submitted for the approval of the CRSC for the upcoming year, according to CRSC budget guidelines.
9. If necessary, may be removed by the CRSC as outlined in its guidelines.
10. Be available to perform audits of literature and records if requested.

Vice-Chairperson

1. Is nominated and elected by the H&I subcommittee.
2. Requires at least two (4) years uninterrupted clean time.
3. Have at least one (1) year experience of H&I work.
4. In the absence of the CRSC H&I Chairperson attend all meetings of the
5. Works with the Chairperson to ensure the smooth operation of the subcommittee CRSC H&I Subcommittee.
6. In the absence of the CRSC H&I Chairperson, prepares a report for CRSC meeting and makes all motions on behalf of and is the voice of

- The CRSC H&I subcommittee.
7. In absence of the chair facilitates subcommittee meetings.
 8. Assumes all open subcommittee positions.

DOC COORDINATOR

1. Is nominated and elected by the CRSC H&I subcommittee.
2. Requires at least four (4) years uninterrupted clean time.
3. Have at least one (1) year experience in Regional H&I work.
4. Attends all CRSC H&I Subcommittee meetings and is responsible for maintaining a regular ongoing link of communication with the CRSC H&I Subcommittee and the DOC of Colorado.
5. Is responsible for preparing and presenting a report at CRSC H&I Subcommittee meetings.

SECRETARY

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

ARTICLE VII: ADDITIONAL GUIDELINES

SEC: 1. Attendance for all CRSC H&I subcommittee members is suggested at all CRSC H&I subcommittee meetings. It is suggested that each member send representative in their absence.

SEC: 2. All area H&I Chairpersons are required to give a report at each CRSC H&I business meeting. It is suggested all members maintain a current WSC H&I Handbook.

SEC: 3. Should have a working knowledge of the 12 Steps, 12 Traditions, and 12 Concepts of service.

ARTICLE VIII: VOTING

SEC: 1. Voting members of the CRSC H&I Subcommittee shall be the CRSC H&I Vice-Chairperson, DOC Coordinator, Secretary and Area H&I Subcommittee Chairpersons or their designated representatives.

SEC: 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 CRSC H&I Subcommittee meetings.
- SEC: 3. The CRSC H&I Chairperson only has a vote in the case of a tie.
- SEC: 4. All officers are elected for a term of one (1) year and will be eligible for a second term of one (1) year.
- SEC: 5. Any members of the committee may make motions, but must be seconded by a voting member. Any member may participate in the discussions.
- A. All main and major motions must be submitted in writing.
- SEC: 6. Motions may be amended or withdrawn at any time by the maker prior to voting.

ARTICLE IX: ELECTIONS

- SEC: 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.
- SEC: 2. Any member of the committee may nominate a qualified individual for an H&I officer position.
- SEC: 3. A simple majority is required to elect these officers.
- SEC: 4. Nominees will state qualifications, answer questions from the committee, then leave the room for the committee to vote by a show of hands.
- SEC: 5. An officer may be removed from their position for non-compliance. A two thirds (2/3) majority of voting members present is required for removal. Non-compliance includes, but is not limited to:
- A. Loss of abstinence (automatic resignation).
- B. Non-fulfillment of duties of their position.
- SEC: 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.
- SEC: 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 RSC guidelines.

ARTICLE X: AD-HOC

- SEC: 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 IV-Spiritual Guidance.
- SEC: 2. Special Ad-Hoc committees may be appointed by the Chairperson, or they may be formed by motion upon approval by the voting members.

ARTICLE XI: BUDGET & FINANCIAL PROCEDURES

- SEC: 1. The committee shall adhere to RSC guideline articles and all other approved RSC financial procedures.
- SEC: 2. All motions requiring new budget expenditures require a two-thirds

(2/3) majority of voting members present.

ARTICLE XII: LITERATURE STOCKPILE AND DISTRIBUTION

SEC: 1. Maintain a literature reserve for distribution to aide Areas, Groups, and members of facilities that cannot obtain sufficient literature.

- A. Literature requests need to be accompanied by a purpose and distribution of requested literature.
- B. Literature stockpile shall consist of the items found in the stockpile inventory. (see addendum I)
- C. 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

SEC: 1. Any voting member may propose an amendment to these guidelines at a regular meeting of H&I. The proposal must be seconded and submitted in writing at such regular H&I meetings, then referred to the PR committee for approval. A two-thirds (2/3) majority of the voting members is necessary to amend.

SEC: 2. The amendment shall go into effect upon its approval by the PR Committee unless the motion to adopt specifies a time otherwise.

ARTICLE XIV: Suggested AGENDA

- 1. Serenity Prayer
- 2. Twelve Traditions
- 3. Twelve Concepts
- 4. Welcome new members and/or visitors
- 5. Recognize birthdays
- 6. Roll call
- 7. Approval of minutes
- 8. Chairperson report/ Vice Chairperson
- 9. DOC Coordinator
- 10. Area reports
- 11. Old business
- 12. New business
- 13. Announcements
- 14. Prayer of choice