

GUIDELINES

HOSPITALS AND INSTITUTIONS SUB-COMMITTEE WASHINGTON NORTHERN IDAHO REGION (rev. 6 -01-2013)

ARTICLE I - NAME

SEC. 1. The name of this Assembly shall be the Hospitals & Institutions Sub-Committee to the Washington Northern Idaho Regional Service Committee to the Fellowship of Narcotics Anonymous, hereinafter called H&I or called the Committee.

SEC. 2. The Committee is a standing sub-committee of the WNI-RSC.

ARTICLE II - PURPOSE

The purpose of this Committee 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 the H&I sub-committee within the WNIR.

ARTICLE III - FUNCTION

SEC. 1. Provides a forum or pooling place for Area H&I sub-committee's and members of the WNIR to share their experience, strength and hope.

SEC. 2. Maintains an updated listing of all appropriate facilities within the Region and records which facilities are served by which area subcommittees, groups or members, and the types of services that are being performed.

A. Encourage Area H&I sub-committees, groups or members to submit and share information and input, and become part of H&I as a whole in its efforts.

B. Maintain a current list of the H&I contacts in the Region.

SEC. 3. Conducts and/or coordinates outreach projects that carry the message into facilities that cannot be served by an Area subcommittee.

A. To provide information, literature, presentations, etc., when and where possible, to facilities where there is no Area committee to serve them.

SEC. 4. Hold Regional H&I Workshops when and where possible.

SEC. 5. Help Areas, Groups or Members with information in their efforts to form committees, developing guidelines, priority lists, contacting facilities, and starting and maintaining the H&I meetings.

SEC. 6. Maintain a literature reserve, if possible, to aide Areas, Groups, Members or facilities that cannot obtain sufficient literature.

SEC. 7. Be a communication link between World and Area level H&I committees providing and passing on information and input, both ways.

ARTICLE IV - 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 in precession:

A. WNIR Regional Guidelines.

B. WNIR Regional H&I Guidelines.

C. Any special Rules of Order for the Committee

D. Past Regional H&I Committee motions.

E. WSC H&I Handbook.

F. Any other WSC approved service manuals.

ARTICLE V - MEMBERS

SEC. 1. General membership in the H&I sub-committee shall be open to all individuals who share the stated purpose of the Committee.

SEC. 2. Voting membership in the H&I sub-committee shall only be to those members as prescribed in Article VIII of these Guidelines.

ARTICLE VI - OFFICERS

SEC. 1. The officers of the Committee shall be a Chairperson, a Vice-Chairperson, and Recording Secretary.

SEC. 2. Qualifications and Duties

A. Chairperson

1. Minimum of three (3) years clean time.
2. Two (2) years experience at Area and/or Regional H&I committee.
3. Attends and mediates all meetings of the H&I with a general understanding of the function and purpose of Regional H&I and parliamentary procedures.
4. Attends all RSC business meetings, quarterly and otherwise.
5. Cooperates with other RSC Subcommittees when and where appropriate.
6. Attends Area H&I Workshops and committee meetings when possible.
7. Prepares a report for each quarterly meeting of the H&I sub-committee.
8. Coordinates and is responsible for all work done by the H&I sub-committee.
9. Compiles and maintains files of all pertinent information and input from WSC, Regional and Area H&I committees.
10. Maintains the H&I literature stockpile.
11. Maintains an updated listing of all items appropriate under Article III.

B. Vice Chairperson

1. Minimum of two (2) years clean time.
2. One (1) year experience on an Area and/or Regional H&I committee level.
3. Performs the duties of the Chairperson in their absence.
4. Assists the Chairperson in all their duties.
5. Works with the Chairperson to ensure the smooth operation of the H&I sub-committee.

C. Recording Secretary

1. Minimum of two (2) years clean time.
2. One (1) year experience on an Area and/or Regional H&I committee level.
3. Records and keeps an accurate set of minutes of all the H&I meetings, quarterly and other. They should be ready for approval by the Chairperson within 14 days after the quarterly subcommittee for distribution to all the Regional H&I subcommittee members, Regional subcommittee Chairpersons, RSC Chairperson and WSC H&I Coordinator.
4. Works with the Chairperson to ensure the smooth operation of the H&I sub-committee.

ARTICLE VII – MEETINGS

SEC. 1. The Committee shall meet quarterly in regular session, time and place to be designated at the previous meeting and/or by the WNIRSC.

SEC. 2. A quorum shall consist of a number of voting members, equal to 1/3 of the number of the Areas in the Region.

ARTICLE VIII – VOTING

SEC. 1. Voting on all H&I motions and elections shall be done on a one Area one vote system.

SEC. 2. The order of succession for voting members shall be:

A. Area H&I Chairperson.

B. Area H&I Vice-Chairperson.

C. Member specifically designated by their Area.

SEC. 3. Any members of the committee may make motions, but must be seconded by a voting member. Any member may participate in discussions.

A. All main and major motions must be submitted in writing.

SEC. 4. Motions may be amended or withdrawn at any time by the maker prior to voting. In the event of a tie, the Chairperson shall cast the tie breaking vote.

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. Election Procedures

A. The Chairperson is nominated at the fall H&I meeting and elected at the winter RSC.

B. Recording Secretary is elected at the summer meeting; all other officers are elected at the fall H&I meeting.

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

D. In case of a tie, a revote will be taken until a nominee gets a simple majority.

E. The Chairperson votes in all elections.

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. A 12 month moratorium may be levied for any officer resigning or removed from their position prior to completion of their term by a two-thirds (2/3) majority of the voting members present.

SEC. 7. The Officers shall be elected to serve for one year or until their successors are elected, and their term of service shall begin at the close of the H&I meeting in which they were elected.

SEC. 8. 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. 9. In case of mid-year removal or resignation of an H&I Officer, 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 case of removal or resignation of the H&I Chairperson refer to the RSC Guidelines.

ARTICLE X - AD-HOC

SEC. 1. The H&I sub-committee may establish Ad-Hoc committees from time to time to carry on the work of the committee. These Ad-Hoc committees shall 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 Guidelines Articles and all other approved RSC Financial Procedures.

SEC. 2. All quarterly budgets shall be submitted by all H&I Officers and Ad-Hocs when applicable.

SEC. 3. 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 detailed projected distribution plan.

B. Request shall be limited to \$30 except as approved by the Committee.

C. Only two requests per year, per area, unless larger amounts are approved by the committee.

D. Requests that are made between H&I meetings may be approved by the Officers.

ARTICLE XIII - AMENDMENT TO GUIDELINES

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

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