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SUGGESTED GUIDELINES

HOSPITALS AND INSTITUTIONS COMMITTEE OF THE SOUTHERN
ANTELOPE VALLEY AREA SERVICE COMMITTEE OF NARCOTICS
ANONYMOUS

Last revised 06/17

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I. DEFINITION

The Southern Antelope Valley Area Hospitals and Institutions Committee (SAVAHIC) is a standing sub-committee of the Southern Antelope Valley Area Service Committee (SAVASC), which is composed of interested members of the fellowship of Narcotics Anonymous (NA) who believe in the concept, “That no addict seeking recovery need die without having had the chance to find a better way of life”

II. PURPOSE

This concept “That no addict seeking recovery need die without having had the chance to find a better way of life.” Should always be our primary purpose, so that when an addict housed in a correctional facility, hospital, recovery home, or institution reaches out for recovery, NA will be there. The SAVAHIC shall be directly responsible to the SAVASC and ultimately to the members we serve with panels in the Southern Antelope Valley areas.

III. FUNCTIONS

- A. To provide NA panels to requesting facilities in the Southern Antelope Valley, and other areas whenever possible.
- B. To communicate information and disburse literature to institutional panels through panel leaders.
- C. To conduct monthly business meetings.
- D. To provide SAVAHIC service representatives to the Area and Regional levels.

IV. PARTICIPANTS

Participation shall be open to any willing member of Narcotics Anonymous. Participants are bound to comply with the clean time requirements of six months for service eligibility. It is suggested that all SAVAHIC participants have a working knowledge of the Twelve Steps and Traditions of Narcotics Anonymous. Any participant of the SAVAHIC is automatically disqualified from further H&I activity upon relapse, but may again become eligible when they conform to the requirements herein set forth.

VOTING

- A. Eligible voters include: Elected trusted servants, Panel Leaders and participants all who must be present at two (2) consecutive meetings of the SAVAHIC.
- B. The Chairperson will vote only in case of a tie.
- C. For the purpose of conducting SAVAHIC business, any eligible voter who misses two (2) consecutive meetings of the SAVAHIC will be denied voting privileges until they have again met the requirements of attendance at two (2) consecutive SAVAHIC meetings.
- D. Any eligible voter may make and second motions before the SAVAHIC.
- E. Election of Panel Leaders may be done by Panel Leaders, trusted servants, and eligible participants by simple majority vote. All other SAVAHIC business must be voted by 2/3 quorum.
- F. A quorum for the purpose of the SAVAHIC consists of one vote each: all eligible voting Panel Leaders and trusted servants present at the time of vote. Attendance of other participants does not constitute a quorum.
- G. A 2/3 quorum, of those present with an eligible vote, will be required for removal of any trusted servant, including Panel Leaders.

V. TRUSTED SERVANTS AND DUTIES

It is suggested that all trusted servants of the SAVAHIC shall serve for a term of one (1) year, but no trusted servant shall serve for more than two (2) consecutive terms in any particular service capacity with exception of Panel Leaders. Pro tem service commitments do not constitute a term of service. A steering committee of trusted servants, panel leaders and their duties shall consist of the following:

A. CHAIRPERSON

- 1. Qualifications:
 - a. Three (3) years continuous clean time and the maintenance thereof for the duration of the commitment.
 - b. Minimum two (2) year SAVAHIC experience.

2. Duties:

- a. To preside over monthly meetings of the SAVAHIC and prepare meeting agenda.
- b. To insure and carry out policies of, and for, the SAVAHIC.
- c. To be responsible for servicing panels without a current Panel Leader, if there are no available Panel Leaders willing to volunteer, until permanent Panel Leader is elected.
- d. To establish ad-hoc committees for special needs and considerations of the SAVAHIC.
- e. To ensure SAVAHIC representation at regional H&I and SAVASC meetings.
- f. To procure literature for distribution to Panel Leaders.
- g. To ensure that the Twelve Traditions and the Twelve Concepts are upheld in all matters.
- h. To train the Vice-Chairperson in the Duties of the chairperson.
- i. To insure rent is paid to facility used for subcommittee meeting.
- j. To make available legible copies of the SAVAHIC meeting minutes to the monthly meetings of the SAVASC & the SAVAHIC.

B. VICE-CHAIRPERSON

1. Qualifications:

- a. Two (2) years continuous clean time and the maintenance thereof for the duration of the commitment.
- b. Minimum one (1) year SAVAHIC experience.

2. Duties:

- a. To assume responsibility of the Chairperson in the event of their absence.
- b. If the service position of the Chairperson becomes vacant, to serve as Chairperson until confirmed by the SAVASC or until a new Chairperson is elected.
- c. To assist the Chairperson and Panel Coordinator in all aspects of their various duties, as requested.
- d. May have other responsibilities as determined by the needs of the SAVAHIC.

C. PANEL COORDINATOR:

1. Qualifications:

- a. Two (2) years continuous clean time and the maintenance thereof for the duration of the commitment.
- b. One (1) year of SAVAHIC experience.

2. Duties:

- a. To assume the responsibility of the Chairperson in the event of the absence of the Chairperson and Vice-Chairperson.
- b. To assist the Chairperson in any aspect of their various responsibilities, as requested.
- c. To instruct Panel Leaders in institutional requirements: rules and regulations covering the institutions being served.
- d. To maintain and provide to SAVAHIC Secretary and updated contact sheet for the facilities being served.
- e. To act as liaison between SAVAHIC and the given facility.
- f. When necessary, to attend initial panel with the new panel leader in order to familiarize them with the facility.
- g. To coordinate initial panel at any new facilities being served by the SAVAHIC in order to note any special needs of the facility for the SAVAHIC.
- h. To report attendance and or problems of any panel at the monthly meeting of SAVAHIC.
- i. To assist any Panel Leader in coverage for and or speakers for a panel they may have to be absent from.

D. SECRETARY

1. Qualifications:

- a. One (1) year continuous clean time and the maintenance thereof for the duration of the commitment.
- b. Six (6) months SAVAHIC experience.

- c. Ability to produce well-ordered and legible minutes of SAVAHIC business to the SAVASC.

2. Duties:

- a. To assume responsibility of the Chairperson in the event of the absence of the Chairperson, Vice-Chairperson, and Panel Coordinator.
- b. To make an accurate set of minutes at each monthly meeting and to make available a legible copy of those minutes to SAVAHIC chairperson.
- c. To maintain an ongoing file of all correspondence and minutes.
- d. To maintain accurate records of all committee members.
- e. To maintain an updated volunteer speaker list.
- f. To assist the Chairperson and Panel Coordinator in all aspects of their various responsibilities, as requested.
- g. To maintain an updated set of guidelines for each of the facilities being served.
- h. May have other responsibilities as determined by the needs of the SAVAHIC.

E. PANEL LEADERS

1. Qualifications:

- a. One (1) year continuous clean time and the maintenance thereof for the duration of the commitment.
- b. Three (3) month NA service at any level.
- c. May also, in some instances need to be cleared by the institution being served.

2. Duties:

- a. To regularly make their panel commitments. If unable to fulfill panel commitment, must contact panel coordinator, Vice Chairperson or Chairperson and find an acceptable replacement; this being a panel leader from the SAVAHIC.
- b. To be aware of SAVAHIC and institutional rules.

- c. To accept responsibility for the conduct of any speaker taken into the facility; and instruct speakers in advance regarding the regulations of the facility being served. Qualifications for speakers are:
 - 1. Minimum six (6) months continuous clean time in NA
 - 2. Additional qualifications at the request of individual facility, including additional clean time.
 - 3. To share their experience, strength, and hope with a clear NA message and in keeping with the Fifth Tradition of NA.
- d. To report problems or any special needs concerning the panel to the Panel Coordinator, or at the monthly SAVAHIC meeting.
- e. To present the facility with NA literature and related information stamped with the SAVAHIC Help-line phone number. Said literature is made available at the monthly SAVAHIC meeting
- f. To attend monthly business meetings of the SAVAHIC, unless absence is approved by SAVAHIC. (Panel falls on night of SAVAHIC meeting, calling out sick, etc.)

VI. GENERAL INFORMATION AND RULES OF CONDUCT

- A. In keeping with the Twelve Traditions of NA, recovery information and NA principles should be the main topic of NA panels. Case histories and life stories should keep in relation to recovery-oriented topics.
- B. Use of vile or profane language is prohibited.
- C. Unless previously approved by the institution, nothing will be given to or taken away from any inmate, patient, or resident of the institution, including messages and phone numbers.
- D. To avoid possible conflict, members of Narcotics Anonymous who are employees of the institution will not serve as Panel Leaders or speakers at that particular institution.
- E. No Panel Member will interfere, use influence, make promises or promote any private enterprise in any institution, court, or hospital, nor with any patients, inmates, judge, doctor, parole or probation officer. We carry only the message of recovery through the practice of the spiritual principles, Twelve Steps and Twelve Traditions of Narcotics Anonymous.

- F. Provocative dress or behavior is inappropriate on an NA panel.
- G. Panel leaders and speakers shall arrive no earlier than 15 minutes before start time and leave no later than 15 minutes after end time of panel being served.
- H. Panel leaders and speakers will stay out of residence/dormitories of facilities being served.
- I. Any member not abiding by the aforementioned requirements, refusing to follow the rules and regulations of the institution being served, or to any other requests which may hereinafter be added, shall automatically be relieved of any SAVAHIC commitments until reviewed by the SAVAHIC.
- J. No NA panel regularly conducted under the auspices of the SAVAHIC shall be held in any institution, except under the direct supervision of a delegated panel Leader. These panels must be acceptable to the authorities of the institution being served.
- K. Length of clean time required by each institution is to be rigidly upheld by the Panel Leaders and Speakers.
- L. A member of NA on parole or probation will be allowed to participate in or attend an NA panel in any institution being served by SAVAHIC only with the express clearance of the authorities or the institution, when requested.

VII. SAVAHIC MEETING INFORMATION

- A. Monthly meetings of the SAVAHIC will be scheduled in order to take care of SAVAHIC business which should include, but is not limited to: distribution of NA literature and related information to the Panel Leaders for the facilities they serve requests for funds, old business, and H&I related announcements from the region.
- B. Order will be maintained at the SAVAHIC meetings by the Chairperson. Persons desirous of addressing the committee will be recognized by the Chairperson.
- C. All trusted servants of the SAVAHIC are required to attend all meetings of the SAVAHIC. Failure to attend two (2) SAVAHIC meetings may result in

removal from current SAVAHIC service commitments (at the discretion of the committee after reviewing the circumstances).

- D. The Guidelines of the SAVAHIC, the Guidelines of the SAVASC, the Twelve Traditions and the Twelve Concepts of Narcotics Anonymous and a loving God as expressed in our group should be our guide to all solutions within this committee.
- E. General elections of the SAVAHIC will be held in March of each year. Nominations for general elections will be held in February, Chairperson and Panel Coordinator will be responsible for determining eligible officers for the various service positions.
- F. Chairperson must be elected at the SAVASC meeting by group voting through GSR's.

These guidelines were written with the sole intention of assisting us in carrying the message to the confined addict who still suffers. We trust that these guidelines will serve to give direction and some clearly defined parameters with which to operate.