

# N.U.A.S.C. H&I Sub-committee By-laws

12/20/03

## **Article I**

### **Purpose**

Section 1: The Northern Utah Area Service Committee Hospitals and Institutions Sub-committee (**H&I**) serves the needs of the area by conducting activities that promote the growth and strength of all H&I efforts and needs with in the area and the fellowship by carrying a clear message of recovery, in Narcotics Anonymous.

## **Article II**

### **Committee Membership**

Section 1: The committee shall be made up of:

A) Executive Committee:

- a) Chairperson
- b) Vice-Chairperson
- c) Secretary
- d) Panel Coordinator

B) Panel Leaders

- a) Alternate Panel Leaders

C) Panel Members

D) Ad-hoc Committee Members

Section 2: Voting members of the committee shall consist of the Panel Leaders of each meeting (*Alternate Panel Leaders in the absence of the Panel leader*) and the Executive committee excluding the Chairperson, who votes only in case of a tie.

Section 3: Non-voting members shall consist of Panel Members, Ad-hoc committee members (*unless they also hold a position mentioned in section 2*), and Alternate Panel Leaders (*except in the absence of the Panel Leader*).

Section 4: Nominations and motions can be made by any committee member, excluding the chairperson, but must be seconded by a voting member.

Section 5: No voting member may hold more than one voting membership, but may hold a combination of voting and non-voting memberships. The Executive Committee shall be excluded from holding more than one position, except Ad-hoc committee member. At no time will any member have more than ONE vote.

## **Article III**

### **Election of Executive Committee, Panel Leaders and Alternate Panel Leaders**

Section 1: Elections will be held in November of even numbered years. With reaffirmations occurring in November of odd numbered years. Terms of office begin following approval by the N.U.A.S.C.

Section 2: A term of office is two years, executive committee members are limited to two terms, while Panel Leaders are limited to two terms at any one meeting.

Section 3: An election to fill a vacancy in any position will occur at the H&I sub-committee meeting the month following it becoming vacant. It will be the duty of the H&I Chairperson to notify the N.U.A.S.C. of the vacancy so intent to fill the vacancy can be given to the fellowship.

Section 4: All vacant positions may only be filled by H&I committee members.

**Article IV**  
**Removal of Executive Committee, Panel Leaders and Alternate Panel Leaders**

- Section 1: An Executive Committee member, Panel Leader or Alternate Panel Leader will be automatically removed from their position for non-compliance, which includes, but not limited to;
- a) Loss of abstinence.
  - b) Non-fulfillment of duties.
  - c) Absence of two consecutive committee meetings without prior notification and approval of; 1. The committee chairperson or 2. Another executive committee member.
- Section 2: A Panel Leader or Alternate Panel Leader will be removed for, absence from there assigned meeting without prior notice to the Panel Coordinator or failure to make adequate arrangements for a replacement to conduct the meeting.
- Section 3: Any Committee member may resign from their position by providing written notice to the H&I Chairperson at the regular meeting prior to their resignation.
- Section 4: A six month moratorium will be required for any executive committee member or panel leader who resigns or is removed from office before the end of their regular term is up, except when that resignation is to assume the duties of a newly elected position. Resignation does not affect the status as a H&I panel member unless there is loss of abstinence or other action requiring removal.
- Section 5: Any officer/member of the H&I Committee may be removed at any time by the N.U.A.S.C. as deemed necessary.

**Article V**  
**Duties of Committee Members**

- Section 1: **Chairperson**
- A) Requirements:
- a) Willingness, time and resources to serve.
  - b) Two year commitment. (four year with vice-chair position)
  - c) Minimum three (3) years clean time.
  - d) Minimum of one (1) year of NA service.
  - e) An understanding of the Twelve Traditions and Twelve Concepts of NA through application, and an understanding of the NUASC policies.
  - f) Willingness to resign all other elected positions at the Area and Regional levels of service.
  - g) Experience on and understanding of their subcommittee function and guidelines.
- B) Duties:
- a) Conducts H&I business meetings according to a prepared agenda.
  - b) Works with Secretary to prepare accurate agenda.
  - c) Abides by all N.U.A.S.C. By-laws.
  - d) Attends all N.U.A.S.C. meetings and gives a report on Sub-committee business.
  - e) Has the responsibility to appoint all Ad-hoc Committees.
  - f) Helps resolve personality conflicts.
  - g) Prevents important questions from being decided prematurely, in order to foster understanding by the entire committee prior to action.
  - h) Must report back to the H&I committee and carry out any and all direction given by the N.U.A.S.C.
  - i) Must own, read and understand the WSC H&I Handbook.
  - j) Must be willing to go to any length to insure adherence to the WSC H&I Handbook by ALL Sub-committee members.

- k) Must provide H&I and N.U.A.S.C. Secretary with a written report at all Subcommittee and Executive Committee meetings.
- l) Must insure that a Learning Day or Workshop takes place once a year and must Chair said event.

Section 2:

**Vice-Chairperson**

A) Requirements:

- a) Willingness, time and resources to serve.
- b) Two year commitment. (four year with chair position)
- c) Minimum two (2) years clean time.
- d) Minimum of one (1) year of NA service.
- e) An understanding of the Twelve Traditions and Twelve Concepts of NA through application, and an understanding of the NUASC policies.
- f) Willingness to resign all other elected positions at the Area and Regional levels of service.
- g) Experience on and understanding of the H&I subcommittee function and guidelines.
- h) Elected by the NUASC at the regular bi-annual elections, per the NUASC by-laws.

B) Duties:

- a) Acts as Chairperson in his/her absence.
- b) Must attend all meetings of the H&I Committee, and submit a written report to the Secretary
- c) Acts as literature coordinator.
- d) Acts as parliamentarian for the H&I meetings, unless duty is specifically assigned to another member.

Section 3:

**Secretary**

A) Requirements

- a) Willingness to go to any length to follow established guidelines
- b) Elected by the H&I Committee.
- c) A minimum one (1) year clean.
- d) A working knowledge of the Twelve Steps, Twelve Traditions and the Twelve Concepts of Service of N.A.
- e) Prior Area or Region H&I Committee membership.

B) Duties:

- a) Must keep accurate minutes of all H&I Committee meetings and learning sessions.
- b) Work closely with the Chairperson to develop an accurate agenda.
- c) Maintains an updated phone list of all voting members including the Chairperson.
- d) Keeps an extra set of minutes, updated after each Committee meeting, for members who request one.
- e) Maintains an archive for the Committee, for history and to assist future Committees'.
- f) Assists in mailing and correspondence when needed.

Section 4:

**Panel Coordinator**

A) Requirements:

- a) Willingness to go to any length to follow established guidelines
- b) Elected by the H&I Committee and approved by the N.U.A.S.C.
- c) A minimum two (2) years clean.
- d) A working knowledge of the Twelve Steps, Twelve Traditions and the Twelve Concepts of Service of N.A.
- e) Prior Area or Region H&I Committee membership.

B) Duties:

- a) In the interest of harmony shall meet with all facility Administrators when necessary.
- b) Shall work with all Panel Leaders to insure that Panel Members are available to help at all scheduled meetings and assure that all meetings are being conducted in accordance with H&I Guidelines.
- c) Shall be the primary contact (*Liaison*) of all regularly scheduled meetings.
- d) Shall maintain a current list of all cleared Panel Members for meetings requiring clearance. Along with a stock of current clearance forms to be available to all Panel Members and Panel Leaders.
- e) Must attend all H&I Committee meetings and turn in a written report to the secretary.
- f) Maintains an updated list of all active H&I Panel Members.

Section 5:

**Panel Leader/ Alternate Panel Leader**

A) Requirements:

- a) Willingness to go to any length to follow established guidelines
- b) A minimum two (2) years clean Panel Leader/one (1) year clean Alternate Panel Leader.
- c) A working knowledge of the Twelve Steps, Twelve Traditions and the Twelve Concepts of Service of N.A.
- d) Prior Area or Region H&I Committee membership.
- e) Must attend a minimum of two (2) existing H&I meetings prior to being elected.

B) Duties:

- a) Is responsible to develop new or uphold established guidelines for each meeting, in cooperation with the H&I Committee.
- b) Shall conduct H&I meetings and presentations in the facilities being served according to all approved guidelines.
- c) Shall be responsible for the conduct of the Panel Members in the meeting.
- d) Must attend all H&I Committee meetings and turn in a written report to the secretary.
- e) Must provide for and maintain a copy of meeting guidelines for the H&I Committee Secretary.
- f) Must notify Panel Coordinator of active Panel Members for their meeting.
- g) Will insure that not only themselves utilize the WSC approved H&I Handbook but also that all panel members in their meeting do as well.

Section 6:

**Panel Member**

A) Requirements:

- a) Willingness to go to any length to follow established guidelines
- b) Elected by the H&I Committee.
- c) A minimum six (6) Months clean
- d) A working knowledge of the Twelve Steps, Twelve Traditions and the Twelve Concepts of Service of N.A.
- e) Must fill out clearance and information sheet prior to being elected.

B) Duties:

- a) Shall always keep in mind that he/she may be seen as a representative of NA and should conduct them selves responsibly.
- b) Shall adhere to the rules of the facility wherein he/she is, in fact a guest.
- c) Shall take an active roll in the meeting as a speaker or in any other acceptable capacity as may be requested by the Panel Leader.
- d) Must attend an annual workshop or learning days to reaffirm your commitment to H&I service.
- e) Will utilize the WSC approved H&I Handbook to better carry the message of recovery in NA.

## **Article VI Committee Meetings**

- Section 1: A business meeting shall be held not less than once a month at a time and place designated by the Chairperson. Meetings should be held on the same day of each month and at the same time so there will be less confusion.
- Section 2: Special meetings may be called upon written request of any voting member of the Committee. The purpose of the meeting shall be stated. No other business shall be conducted. The Chairperson must call the meeting within two (2) weeks of receiving written notice and must give at least one (1) week notice to all Committee members.
- Section 3: A quorum must be present before any business can be conducted. Fifty percent (50%) of the voting members constitute a quorum. Two (2) of which must be executive members.
- Section 4: Ad-hoc committees may hold separate meetings at least once a month in order to achieve their goal. There should be as much notice as possible so that more people can attend.
- Section 5: The Executive Committee may meet at any time at the request of one or more members of the Executive Committee. A written request shall be given to the Chairperson, who will notify the Executive Committee members. At least four (4) days notice must be given.

## **Article VII Ad-hoc Committees**

- Section 1: The H&I Chairperson shall have the authority to appoint Ad-hoc Committees for such purpose as may, from time to time, be deemed necessary to fulfill specific functions. The Chairperson shall specifically designate the purpose, membership and duration of existence of any such Ad-hoc Committee at the time of appointment.
- Section 2: The Ad-hoc Chairperson must attend all Committee meetings and supply a written report on their progress to the Secretary.

## **Article VIII Parliamentary Authority**

- Section 1: The rules contained in the current edition of "Robert's Rules of Order", newly revised, shall be used to expedite the business of the Committee in cases to which they are applicable and in which they are not inconsistent with the Twelve Traditions of NA, these By-laws or any special rules the Committee may adopt.

## **Article IX Amendments to the By-laws**

- Section 1: Any amendment to the H&I Committee By-laws may be proposed by any voting member of the Committee, excluding the Chairperson. The proposal must be in writing, exact wording and submitted to the Chairperson at the regular Committee meeting. The proposal must be seconded by a voting member and will be voted on under old business at the following H&I Committee meeting. A two-thirds (2/3) vote is required to pass an amendment.
- Section 2: Any amendments to these By-laws must be approved by the N.U.A.S.C. after the H&I Committee has approved them.
- Section 3: All amendments will go into effect immediately after N.U.A.S.C. approval, unless specified in the amendment.
- Section 4: It will require a three quarters (3/4) majority vote by the H&I Committee to suspend the rules. Rules include:
- a) These By-laws
  - b) Roberts Rules of Order (*except when in conflict with these by-laws*)

- c) World Service Conference H&I Handbook (*except when in conflict with these by-laws*)

**The Twelve Traditions of NA and the Twelve Concepts of NA will be upheld at all times!**

Section 5: The N.U.A.S.C. may amend these By-laws at any time by submitting in writing the proposal, exact wording at any regular N.U.A.S.C. meeting and passing it by majority vote. The amendment will take effect immediately unless specified in the amendment.

**Article X  
New Meetings**

- Section 1: A qualified Panel Leader must be elected. (*All requirements apply*)  
Section 2: Guidelines must be developed through cooperation with the Panel Leader, Panel Coordinator and the facility.  
Section 3: The meeting and guidelines must be approved by the H&I Committee by a two-thirds (2/3) majority vote.

**Article XI  
General Provisions**

- Section 1: The N.U.A.S.C. may close any meeting at any time as deemed necessary.  
Section 2: The H&I Committee is subject to any provisions deemed necessary by the N.U.A.S.C.  
Section 3: All NA language must be strictly adhered to as per the WSC Language Statement.  
Section 4: All expenditures of the H&I Committee must have prior approval of the N.U.A.S.C.  
Section 5: Any member of the H&I Committee may not participate in a H&I meeting, while under the influence of a mood altering substance.  
Section 6: Any officer of the N.U.A.S.C. may attend any panel meeting at any time as an observer in accordance with that meetings guidelines.  
Section 7: Any NA member from outside of the N. Utah Area boundaries must submit a letter from there area or region H&I Committee and a completed Information packet (*attachment #2*) to the Panel Coordinator prior to being allowed to attend a panel meeting. Such a letter/packet must be renewed every six (6) months and kept on file by the H&I Secretary.  
Section 8: The H&I Committee in conjunction with the N.U.A.S.C. must make available a learning day or workshop once a year. For the purpose of H&I education and reaffirmation.  
Section 9: Responsible Committee member (Vice-Chair/Literature Coordinator) must purchase H&I literature from the ASC Literature Committee at the monthly ASC meeting.