

Addendum B

HOSPITALS AND INSTITUTIONS SUBCOMMITTEE BYLAWS Incorporated into MWVA Bylaws 11- 2015 Last updated March 2024

DEFINITION AND PURPOSE

The Mid-Willamette Valley Area (hereafter referred to as the MWVA) Hospitals and Institutions (H&I) subcommittee is a volunteer group from the fellowship of Narcotics Anonymous. Its express purpose is to carry the NA message to the residents of hospitals and institutions. H&I has been created in harmony with tradition 9 to unify efforts of 12 step work within hospitals and institutions.

Hospitals and Institutions are defined as facilities which have in residence or confinement:

1. Person or persons for medical treatment, mental care and therapy, or corrective and rehabilitative purposes.
2. Included are hospitals, treatment centers, jails, penitentiaries, and other like facilities.

Since Narcotics Anonymous is a program of attraction and not promotion, H&I serves an institution at the invitation of the institution's administration, in accordance with tradition 5. The H&I subcommittee does not assume responsibility for any meeting in an institution where such a meeting may be conducted by persons who are not a member of the H&I subcommittee.

I. MEMBERSHIP AND VOTING

1. Must have 90 days clean time to become a member.
2. For the purpose of conducting business, a member failing to attend two consecutive H&I Meetings shall be considered inactive. Any inactive member will be returned to active voting status on their 2nd consecutive meeting.
3. a. That any member of MWVA H&I attending a meeting in an institution must attend the regularly scheduled monthly H&I business meetings at least 1 time in a 4-month period and the panel chairpersons attend on a regular basis.
b. Members of other Areas must:
 - i. Be members in good standing of their Area H&I
 - ii. Attend a MWVA H&I business meeting before going into an institution.
 - iii. Attend a MWVA H&I business meeting every 6 months thereafter.
 - iv. Meet MWVA H&I institutional requirements.
4. Chairperson votes only to alleviate a tie.
5. Attendance at H&I meetings will count only when your name is signed on attendance sheet by the end of the regularly scheduled business meeting.
6. All members are required to abide by the rules and regulations of all institutions served by this committee.
 - a. Clean time requirements for all institutions are to be rigidly upheld.
 - b. NOTHING is to be given or taken from an inmate or resident of an institution, including written or verbal messages.
 - c. Must refrain from showing special attention to individuals in any and all institutions.
 - d. Use of profane language within an institution is prohibited.
 - e. NA case histories, NA principles, and general information about Narcotics Anonymous are to be the topics of meetings in all institutions served by this committee.
7. Loss of membership is automatic and immediate upon the following:
 - a. Loss of clean time.
 - b. Non conformance to the subcommittee bylaws.
 - c. Refusing to abide by rules and regulations of institutions served by this committee.
 - d. Chairperson to be notified immediately upon discovery of any violation of the above rules and regulations. Chairperson to contact individual responsible for violation a minimum of 72 hours prior to next regularly scheduled business meeting, asking them to attend, to address the violation.
 - e. Requires a 2/3 majority vote of voting members present to confirm that a violation of the above has occurred.
 - f. In the event of non-compliance of attendance, a registered letter will be sent to the member. Asking the member to attend the next scheduled monthly H&I business meeting to comply with the attendance guidelines. If unable to attend the next scheduled monthly H&I business meeting they will not be

allowed to attend any H&I institutional meetings until they do attend a regularly scheduled monthly H&I meeting.

8. Members may become eligible for service again when they are able to comply with above requirements.

II. ELECTIONS

1. Nominations of officers and panel chairs will be open annually at the June H&I meeting. They will be closed at the July H&I meeting. Nominations will be voted on by the H&I committee at the August meeting. Terms of office will begin annually September 1.
2. Before nominations can be formalized, persons nominated for H&I positions must be present to accept the nomination and answer the following questions to be asked by the Chair of the H&I committee or person appointed by Chair of the H&I committee.
 1. Have you read the job description?
 2. Do you meet the suggested requirements of the job description?
 3. How much clean time do you have?
 4. Do you have a homegroup?
 5. Are you willing to carry out this position with attention to the Twelve Traditions of NA and the guidelines of the MWVASC which include H&I bylaws?
 6. Do you attend NA meetings regularly?
 7. What other service positions have you had?
 8. Are you willing and able to be at all H&I monthly business meetings for the year this position requires?
3. An H&I subcommittee member will be elected for all positions within the subcommittee by the H&I subcommittee.
4. The term of office for all positions is one year.
5. When, for any reason, a position becomes vacant, nominations will be opened within the committee to be voted on at the next regular business meeting.
6. In the case of the chairperson position becoming vacant, the subcommittee will nominate a replacement for recommendation to the ASC.
7. Officers may be elected for a period of five consecutive terms only, with the exception of an interim position.
8. Any officer may be removed from position by a 2/3rds majority vote of eligible voting H&I members at a regularly scheduled business meeting.

III. QUALIFICATIONS AND DUTIES OF OFFICERS

1. **Chairperson**
 - a. Required two years clean time.
 - b. Required six months active participation in H&I sub- committee.
 - c. Prepares agenda for and presides over all regular, special and general H&I business meetings.
 - d. Attends the regular business meeting of the MWVA ASC.
2. **Vice Chairperson**
 - a. Required one year clean time.
 - b. Required three months active participation in H&I subcommittee.
 - c. Assumes all responsibilities of the chairperson in their absence.
 - d. Assumes responsibilities of any and all vacant positions within the H&I subcommittee.
 - e. Works closely with the chairperson in any capacity or situation.
3. **Secretary**
 - a. Required one year clean time.
 - b. Requires three months active participation in H&I subcommittee.
 - c. Keeps a complete record in the form of minutes for every regular, special and general H&I meeting.
 - d. Types and emails copy of minutes to each member in good standing no later than ten (10) days following each H&I monthly meeting. Copies and distributes minutes at H&I business meetings to all members present.
 - e. Keeps complete updated list of current sub- committee members, that includes names, phone numbers, and email addresses.

- f. Maintains an ongoing roster of attendance at all regular, special and general H&I meetings. Shall send out email reminder notices to members that have not attended 3 consecutive meetings that they are due to be in non-compliance of section 1 paragraph 3 of these bylaws.
 - g. Notifies members of any and all special subcommittee meetings.
 - h. Maintains all necessary stationary supplies and prepares correspondence as needed.
 - i. Prepares all materials necessary for distribution to subcommittee members.
 - j. Is responsible for secretarial expense of \$35.00, provides accounting of all monies spent.
 - k. Obtains a copy of World H&I minutes to be filed with secretary.
- 4. Orientation Facilitator**
- a. Required one year clean time.
 - b. Requires six months active participation in H&I subcommittee.
 - c. Schedules H&I orientation every other month.
 - d. Has available H&I flyers and list of current institutions with panel chairperson.
- 5. Panel Chairpersons**
- a. Required six months clean time.
 - b. Requires three months active participation in H&I subcommittee.
 - c. Required to make sure all panel members comply with bylaws, institution guidelines and clean time requirements.
 - d. Reports any occurrences at/with institution directly to the H&I subcommittee.
 - e. Maintains contact with institution administrator being served by your panel and provide all necessary information for this institution to the chair of H&I.
 - f. Panel chairs of H&I committee shall be found in noncompliance for missing two consecutive H&I monthly business meetings without an excused absence. An absence will be considered excused if the chairperson or vice-chairperson of the H&I committee is notified prior to that months business H&I meeting AND either a representative is present for the absent panel chair or the absent panel chair's monthly report is available at that month's H&I meeting.
- 6. Panel Members**
- a. Require three months clean time.
 - b. Must attend first available H&I orientation upon serving on panel.
 - c. Must be familiar with H&I bylaws, and institution guidelines.
- 7. Literature Chair**
- a. Requires six months clean time.
 - b. Requires three months active participation in H&I sub-committee.
 - b. Maintains an ongoing inventory of literature and literature disbursement.
 - c. Provides to chairperson a written report of literature inventory and distribution.
 - d. Provides literature order to chairperson for purchase at the ASC.

IV. MAJOR MOTIONS AND BYLAW REVISIONS

- 1. Major Motions**
 - a. Must be in written form and seconded before discussed.
- 2. Bylaw Revisions**
 - a. Must be in written form, specifically stating the placement of, or deletion from current bylaws.
 - b. Must be passed by a 2/3 majority vote of eligible voting subcommittee members at regular scheduled business meeting.
 - c. Approved revisions will then be submitted to the ASC for approval.
 - d. Will be implemented only on the approval of the MWVA ASC.