

# Cape Atlantic Area's Hospital & Institutions Guidelines Handbook

## THE TWELVE STEPS OF NARCOTICS ANONYMOUS

1. We admitted we were powerless over our addiction, that our lives had become unmanageable.
2. We came to believe that a power greater than ourselves could restore us to sanity.
3. We made a decision to turn our will and our lives over to the care of God as we understood Him.
4. We made a searching and fearless moral inventory of ourselves.
5. We admitted to God, to ourselves, and to another human being the exact nature of our wrongs.
6. We were entirely ready to have God remove all of these defects of character.
7. We humbly asked Him to remove our shortcomings.
8. We made a list of all persons we had harmed and became willing to make amends to them all.
9. We made direct amends to such people wherever possible, except when to do so would injure them or others.
10. We continue to take personal inventory and when we were wrong we promptly admitted it.
11. We sought through prayer and meditation to improve our conscious contact with God as we understood Him, praying only for knowledge of His will for us and the power to carry that out.
12. Having had a spiritual awakening as a result of these steps, we tried to carry this message to addicts and to practice these principles in all our affairs.

## NEW JERSEY REGIONAL HELPLINE

1-800-992-0401

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### GUIDELINES

#### I. PURPOSE

- A. The Cape Atlantic Area Hospital & Institutions committee is a service board of volunteer members of N.A. existing for the express purpose of carrying the N.A. message of recovery to addicts, who are unable to attend regular N.A. meetings.
- B. To effectively carry the N.A. message to the inmates, patients, and residents, we must be aware of the regulations of the institutions within which we serve while adhering to these guidelines, the 12 Steps and the 12 Traditions of N.A.
- C. This is a service committee which is at all times responsible to the C.A.A.S.C. We shall maintain effective liaison and cooperation with that conference.

#### II. FUNCTION

- A. To conduct at least one business meeting each month.

- B. To serve as a communications link between local H&I meetings and H&I committees at the area, regional and world levels of service.
- C. To serve as a distribution point for N.A. literature to addicts who attend our H&I presentations.
- D. To conduct monthly workshops on relevant topics.

III. STRUCTURE OF THE COMMITTEE

- A. Elected committee officers – The H&I committee shall consist of a Chairperson, Vice Chairperson, Secretary, Literature Distribution persons, Panel Chairs, a workshop subcommittee and other committee members. All officers with the exception of the Chairperson are to be elected by a majority vote of the H&I Committee members. The Chairperson will be elected by the C.A.A. S. C. in regular session.
- B. Voting Members – The voting members of the C.A.A.S.C. H&I Committee will be all Panel members, Panel Chairs and Vice Chairs and the elected officers of the C.A.A.S.C. H&I Committee. The C.A.A.S.C. H&I Committee Chair will vote only in the event of a tie vote, and only to break that tie.
- C. Participation – Only the members described in section B., above, may make or second motions or speak pro or con to a question. Any interested party, however, at the invitation of the Chair, may address the committee.
- D. H&I Workshop Subcommittee – This committee of the C.A.A.S.C. H&I Committee shall consist of any member of N.A. who wishes to participate. Its regular members are the Panel Chairs, H&I committee members and the officers of the H&I committee. The Subcommittee shall conduct its workshops monthly. The H&I Committee Chairperson chairs this subcommittee.
- E. Ad-Hoc or Select Committees may be formed when a need for them arises.

IV. QUALIFICATIONS AND RESPONSIBILITIES OF OFFICERS

- A. Chairperson – Requires one year clean and the willingness and ability to serve for one year. The Chairperson's responsibilities are:
  - 1. To bring before the general meeting of the committee such matters as should be acted upon by them by presenting each member a written agenda at each committee meeting.
  - 2. To carry out the policies of the committee.
  - 3. To ensure that the traditions of Narcotics Anonymous are at all time upheld.
  - 4. To sit on all panels whenever possible.
  - 5. To report monthly to the C.A.A.S.C. on the status of the H&I commitments in the area.
  - 6. To assume the temporary position of Panel Chairperson in the event that a Panel Chair resigns, is absent, or is removed.
  - 7. To oversee the monthly H&I workshops.
  - 8. To act as a go between for the information link between the Region and the Area.

- B. Vice Chairperson – Requires one year clean and the willingness and ability to serve for one year. The Vice Chairperson’s responsibilities are:
  - 1. To assume the responsibilities of the Chairperson in the event of their absence.
  - 2. To help coordinate new Panels.
  - 3. To sit on all Panels whenever possible.
  - 4. To assume the temporary position of Panel Chairperson in the event that a Panel Chair resigns, is absent, or is removed.
- C. Secretary – Requires six months clean and the willingness and ability to serve for one year. The Secretary’s responsibilities are:
  - 1. To keep an accurate set of minutes of all meetings, and distribute copies to all committee members prior to the next committee meeting.
  - 2. To coordinate correspondence between the H&I Committee and the Institutions whose clients we serve.
  - 3. To keep records of all committee members including current addresses and telephone numbers of all panel members.
  - 4. To maintain a record of the rules and regulations of all institutions within which we serve.
  - 5. To maintain a list of N.A. members who are qualified to serve on H&I panels.
- D. Panel Chairperson – Requires one year clean and the willingness and ability to serve for one year. A Panel Chair’s responsibilities are:
  - 1. Coordination of attendance and responsibilities of the Panel members.
  - 2. To instruct the Panel members and guest speakers on institutional requirements, regulations and these guidelines covering H&I meetings.
  - 3. To provide updated panel lists to the H&I Committee Secretary.
  - 4. To submit a monthly written and oral report to the H&I Committee on:
    - a. Status of the Panel (attendance, etc.).
    - b. Literature needs.
    - c. Any problems encountered by the Panel.
  - 5. To order literature monthly from the A.S.O. on the forms provided.
- E. Panel Vice Chair – Requires one year clean and the willingness and ability to serve for one year. A Panel Vice Chair’s responsibilities are:
  - 1. To assume the responsibilities of the Panel Chair whenever and wherever needed.
- F. Panel Member – Requires one year clean and the willingness and ability to serve on the Panel for one year. The Panel members responsibilities are:
  - 1. To be familiar with the H&I Committee Guidelines and the regulations of the institution in which they serve.
  - 2. To attend that institutional meeting at least monthly. If unable to attend any meeting within that institution, to contact the Panel Chair far in advance to permit the Panel to make other arrangements.
  - 3. To attend at least one H&I Workshop per year.
- G. Guest Speaker – An N.A. member with six months clean, the willingness and ability to serve, attendance of at least one H&I Workshop per year, and a clear N.A. message.

- H. Observer – An N.A. member who has attended a workshop may attend an H&I Presentation with five months clean. An observer may not participate in the presentation nor are they a Panel Member. They are there to observe and learn, not participate.
- I. Committee Members are the elected offices of the committee and the Chairs, Vice Chairs and members of the respective panels, all of which are described in section IV., paragraphs A. through F.
- J. Literature Distribution Person – Requires ninety days clean time and the willingness and ability to serve for one year. The Literature Distribution Person’s responsibilities are:
  - 1. To attend the regular monthly H&I Committee meeting
  - 2. To order literature for every monthly meeting of the C.A.A.S.C. through the H&I Chair or Vice Chair at the regular monthly H&I Committee meeting through a literature order form.
  - 3. To collect all literature order forms from each representative of each presentation at the H&I Committee meeting and fill out each order.
  - 4. To calculate what each presentation is receiving on a monthly basis.
  - 5. To total up all outgoing literature order forms monies and submit this information to the H&I Committee Chair or Vice Chair along with the monthly H&I literature order (as stated in J. 2).
  - 6. The a H&I Committee have a yearly budget of \$3,000.00 from the Cape/Atlantic Area Service Conference.

V. GENERAL INFORMATION

- A. Any member of the H&I Committee is automatically and immediately disqualified from further H&I activity of any nature upon loss of their clean time, but may regain eligibility when they again meet the listed requirements.
- B. Any member not adhering to these guidelines or to any others which may be added in the future, or who fails to abide by the rules and regulations of the institution within which they serve, shall be subject to an H&I Committee review, which may result in disqualification from further service on this committee.
- C. No H&I Presentation regularly conducted under the auspices of this committee shall be held in any institution except under the direct supervision of a Panel Chair elected by this committee (H&I Chair or Vice Chair may appoint or delegate a one-time Substitute Panel Chair when the need arises).
- D. No member of this committee will involve themselves with any other activity at any institution in which this committee serves to avoid possible conflict and subsequent damage to our relationship with the inmate, patient or client.
- E. The working ability and privilege of this committee to carry the message inside the institution must not be compromised. No member will interfere with our use any influence in any institution, court or hospital, nor with any judge, doctor, parole or probation officer, nor shall he or she make any comments or promises regarding employment, parole,

probation or medical treatment or problems. We are neither doctors nor counselors. We carry on the message of Narcotics Anonymous.

- F. The length of clean time required by each institution is to be rigidly upheld by all panel chairs, members and guest speakers.
- G. N.A. experience, strength, hope, principles and N.A. general information are to be the main topics of any N.A. presentation conducted at any institution within which this committee serves. All speakers and panel members must strictly comply with these guidelines and the institutional regulations confining their talks solely to N.A. recovery.
- H. All personal information requested by the institution must be given and must be accurate. This information is to be used solely to gain clearance into this institution and access to the addicts we wish to serve.
- I. When an H&I Panel or an institution in which one of our panels serves is in violation of any of the traditions of our committee guidelines, a Review Committee will be appointed to review the problems and submit possible solutions to the H&I committee, who will decide what action will be taken.
- J. Two or more members of the H&I committee/NA must attend all H&I presentations that's taken in institutions, jails, or facilities.

## **C.A.A.S.C. – H&I COMMITTEE'S**

### **Do's and Don'ts for H&I Work**

#### **DO:**

1. Make directories of outside meetings available to residents.
2. Clarify the institutions rules with anyone you bring in
3. Start and end on time.
4. Try to get residents involved, especially in long term facilities (i.e., secretary, literature person, set up room, etc.)
5. Obey all dress codes.
6. Exercise common sense and respect for the facility.
7. Keep the staff aware of your whereabouts at all times.
8. Follow all security regulations at all times.
9. Screen all perspective panel members and guests carefully.

#### **DON'T:**

1. Break another person's anonymity or tell their story.
2. Get involved in discussions about an inmate's guilt or innocence.

3. Debate nay issues involving institutional rules or regulations.
4. Debate which drugs are acceptable. N.A. is a program of complete abstinence from all mood and mind altering substances.
5. Discuss conditions within the institution or opinions about staff members.
6. Give or accept gifts.
7. Carry excessive cash or wear expensive or flashy jewelry.
8. Show favoritism to any inmate, patient/resident.
9. Carry mail in or out of the institution.
10. Give out any other person's address or telephone number.
11. No member of the H&I committee/NA are to take a presentation in an institution, jail , or facility alone.

### **The Twelve Traditions of Narcotics Anonymous**

1. Our common welfare should come first; personal recovery depends on N.A. unity.
2. For our group purpose thee is but one ultimate authority – a loving God as He may express Himself in our group conscience. Our leaders are but trusted servants; they do not govern.
3. The only requirement for membership is a desire to stop using.
4. Each group should be autonomous except in matters affecting other groups of N.A. as a whole.
5. Each group has but one primary purpose; to carry the message to the addict who still suffers.
6. An N.A. group ought never endorse, finance or lend the N.A. name to any related facility or outside enterprise, lest problems of money, property or prestige divert us from our primary purpose.
7. Every N.A. group ought to be fully self-supporting, declining outside contributions.
8. Narcotics Anonymous should remain forever nonprofessional, but our service centers may employ special workers.
9. N.A., as such, ought never to be organized, but we may create service boards or committees directly responsible to those they serve.
10. N.A. has no opinion on outside issues; hence the N.A. name ought never to be drawn into public controversy.
11. Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio, and films.
12. Anonymity is the spiritual foundation of all our traditions, ever reminding us to place principles before personalities.