

## Hospitals and Institutions



All money raised through this buys chips, literature, books, meetings lists, & more for those who are currently in a closed facility

## **H&I World Service Conference Committee Statement of Purpose**

The purpose of this committee is to unify the usage of conference approved guidelines, promote communication amongst the fellowship, to bring excitement throughout the fellowship about carrying the message to those who are still sick and suffering, and to share ideas between the fellowship from all levels; including districts, areas, and world.

### **Purpose of Hospitals and Institutions committee**

The purpose of the hospitals and institutions committee is to help carry the message to carry the message of Heroin Anonymous to those who are still sick and suffering from heroin addiction and are in hospitals and/or institutions. The facilities that may be served will include but are not limited to correctional facilities, detox centers, sanitariums, juvenile detentions centers, halfway houses, sober living homes, and shelters that are either private or government supported. In any of these facilities it is important to remember that confinement may be voluntary or not.

In keeping with tradition nine: H.A., as such, ought never be organized; but we may create service boards or committees directly responsible to those they serve.

Our meetings are to be held by invitation from the facilities themselves and it is very important that we remember to never have any affiliation with these facilities.

### **Monthly business meetings**

Each month there is to be a business meeting held by the Chairperson. In the event of an urgent or special matter there may be an emergency meeting called by the Chairperson suddenly. If Chair person is unable to attend the meeting, then it is the responsibility of the Vice Chairperson to handle the duties. A suggested format of how to run the monthly business meeting is included in this literature.

### **Election Procedures**

Nominations for positions with the H&I committee should be held every 2 years. If each area/district/region wishes they may stagger the positions to make sure that all position reelections to not overlap each other. Every member of the H&I committee has one vote with both nominations and elections. The duties and responsibilities are included in the section labeled "Duties and guidelines."

### **Voting and quorum procedures**

A quorum is complied by 2/3 or more of the acting voting members on the committee. If there are not at least 2/3 voting members in attendance, then there should not be any new business that is voted on. If an active voting member is unable to attend the meeting he/she should notify the board so that they may remain active on the voting member roster. If quorum is not met there should not be any new business that is passed.

## Structures and Guidelines

Chairperson- Suggested length of sobriety is 2 years. Suggested committee service experience prior is 1 year. Suggested term length is 2 years. Position filled via election. Duties and responsibilities to include but not limited to: A. Coordinate and direct all committee activities. B. Attend all business meetings that are related to institutional work. C. Keep informed on all matters affecting the committee. D. Supply and discuss with new Meeting Chairpersons the: requirements, duties, and responsibilities of the position. E. Notify any Meeting Chairperson not in compliance with attendance requirements prior to the next committee business meeting. F. Should the need arise, direct the removal of a Meeting Chairperson or Vice Chair. This action requires a simple majority vote of the full committee. G. Temporarily fill any open Meeting Chairperson position by appointment. At the next regularly scheduled committee business meeting, the position will be filled in the normal manner.

Vice Chairperson- Suggested length of sobriety is 1 year. Suggested committee experience is 6 months. Suggested length of term is 2 years. Position filled via election. Duties and responsibilities to include but not limited to: A. Attend all meetings that are related to Institutional work. B. Work closely with the Chairperson in any capacity as delegated by the Chairperson. C. Assume the Chairperson's responsibilities in his or her absence.

Treasurer-Suggested length of sobriety is 1 year. Suggested committee service experience is 6 months. Suggested term length is 2 years. Position filled via election. Duties and responsibilities to include but not limited to: A. Account for all monies of the committee. B. Maintain a post office box. C. Maintain the accounting for monies received and distributed for the purchase of literature, expenses of printing, and other appropriate incidentals. D. To be gainfully employed and/or financially stable.

Secretary- Suggested length of sobriety is 6 months. Suggested committee service experience is 3 months. Suggested term length is 2 years. Position filled via election. Duties and responsibilities to include but not limited to: A. Keep minutes and attendance records of H&I business meetings and supply them to members. B. Handle mailing of literature and announcements.

Outreach/ Fundraising- Suggested length of sobriety is 1 year. Suggested committee service experience is 6 months. Suggested term length is 2 years. Position filled via election. Duties and responsibilities to include but not limited to: A. Plan H&I activities/events, and people-raisers. B. Appoint such people necessary to help with these duties.

Chips & Lit- Suggested length of sobriety is 6 months. Suggested committee experience is 3 months. Suggested term is 2 years. Position filled via election. Duties and responsibilities to include but not limited to: A. Obtain and keep on hand a sufficient inventory of soft literature and key chains from World Services or District Service Committee. B. Distribute literature at the monthly committee business meeting. C. At his or her discretion, appoint an assistant literature person.

Institutional Public Information- Suggested length of sobriety is 18 months. Suggested service committee experience is 6 months. Suggested term length is 2 years. Position filled via election. Duties and responsibilities to include but not limited to: A. Set up an appointment and visit the institution to determine needs. B. Report all contacts at the monthly committee business meeting. C. The individuals should be well versed in H.A. Traditions to communicate effectively with the public about H.A. D. At his or her discretion, appoint an assistant I.P.I. Chairperson.

Hospitals Public Information- Suggested length of sobriety is 1 year. Suggested service committee experience is 6 months. Suggested term length is 2 years. Position filled via election. Duties and responsibilities to include but not limited to: A. Set up appointments and visit Hospitals or halfway houses to determine needs. B. Other duties are the same as Institutional Public Information. C. At his or her discretion, appoint an assistant H.P.I. Chairperson.

Advisor- Suggested length of sobriety 3 years. Suggested service committee experience is 1 year. Suggested length of term is 4 years. Position filled via election. Duties to include but not limited to: A. Attending all committee meetings. B. Have a working knowledge of the traditions. C. Answering all questions about keeping within the traditions.

D.S.R.'s- Suggested length of sobriety is determined by local districts. Suggested service committee experience is determined by local districts. Suggested length of term is determined by local districts. Position filled via election at local district meeting. Duties and responsibilities to include but not limited to: A. Attending all committee meetings. B. Presenting a report for your district. C. Voicing and questions, concerns, or needs of your district. D. Handling the chips & lit order for your district. E. Presenting a budget each year on behalf of your district.

Structure & Bylaws- Suggested length of sobriety is 1 year. Suggested committee experience is 6 months. Suggested length of term is 2 years. Position filled via election. Duties and responsibilities to include but not limited to: A. Attend all meetings. B. Have a working knowledge of the 12 steps, 12 traditions, and 12 concepts. C. Have a thorough understanding of all current structures and bylaws for the committee. D. Update structures and bylaws for the committee when necessary.

## **Suggested meeting format for monthly business meetings**

Welcome to Hospitals and Institutions business meeting of Heroin Anonymous. My name is \_\_\_\_\_ and I am a heroin addict. Please help me open this meeting with the Serenity Prayer. Is there anyone here for their first H.A. H & I business meeting? Would you please introduce yourselves?

Welcome! The sole purpose of this committee is to carry the message of Heroin Anonymous to those in Hospitals or Institutions. This committee is organized under the Ninth Tradition of Heroin Anonymous and operates under the Twelve Traditions of H.A. in all of our affairs. (At this point, the Chairperson calls for the following reports)

Secretary's Report Previous meetings minutes (which may have been e-mailed) are discussed and any additions or corrections are made. Accepting the previous minutes either unchanged or amended should be motioned and passed.

Treasurer's Report Financial Statement is read and if necessary discussed. Treasurer's report should be accepted through a motion and passed.

Institutional Public Information Report Updates on new contacts and meetings are announced and discussed.

Hospitals Public Information Report Updates on new contacts and meetings are announced and discussed.

Meeting Chairperson's Reports Each H&I Meeting Chairperson in attendance gives a run-down on the status of their meeting and reports any problems or difficulties which are pertinent to the committee.

Each DSR gives their report from their district.

After all reports have been completed, the chairperson calls for the following: 1. Call for and fill any meeting positions 2. Call for old business 3. Call for new business

The Chairperson closes the meeting as follows: The next scheduled business meeting is (date & time). Remember that you may be the only example of Heroin Anonymous that a patient or inmate ever sees; be the best example that you can be. I would like to close tonight by having lead us in the prayer of their choice.

## **What is a H&I meeting?**

There are very important differences to recognize and remember when carrying the message of Heroin Anonymous through H&I rather than through a normal open meeting. These meetings should normally be started within the H&I subcommittee. They are generally not open to the public, which means that attendees may be mandated to attend to continue their stay at the facility. These meetings are brought in by members of H.A. They are usually not listed with the district, area, or world directory and they do not observe the 7<sup>th</sup> tradition. To establish clear communication between our fellowship and the facilities it is important that the H&I subcommittee works very closely with P.I. A person should never act by themselves to start a meeting at a facility, this should always be done in the subcommittee.

## **The H&I Basket**

If any area or district decides that they want to pass around a basket for the sole purpose of collecting money for H&I they can obtain the correct label for that by contacting the World Service Office. If a group chooses to pass around a basket for H&I, which is separate from the 7<sup>th</sup> tradition, they have found that a slight change to the format is necessary to have a clear distinction. It is usually as follows: at the point that the 7<sup>th</sup> tradition is observed it is best to add a small insert such as;

The 7<sup>th</sup> tradition reminds us that we are fully self-supporting through our own contributions. The can that is being passed around now is to help support Hospitals and Institutions. This money helps to buy key tags, books, literature, meeting lists, and any other materials that are needed to help carry the message of Heroin Anonymous to those who are not able to get out to an open meeting.

Of course, All funds that are raised during the passing of this basket are to go back to the H&I subcommittee at your local district or area. This subcommittee is responsible to deposit and allocate all funds as they see necessary. It is important to remember these individuals are trusted servants that have been elected to their position and should be trusted as such.

## **The importance of the H&I basket**

Since as long as any of us have been around it has always been customary to drop a dollar in the basket while observing the 7<sup>th</sup> tradition. This is a great start to help a growing fellowship, but it seems that as the district or area grows, and costs continue to increase, the amount of the donations stay the same. The result of this is usually several fundraisers that are put on by numerous committees over the year to help combat the amount of money it takes to keep them fully self-supporting. Although this helps to bring money in, there seems to be a point when money seems to go away again. It is true, yes, that most open meetings can sustain on their own because they buy their own supplies but the same cannot be said for Hospitals and Institutions. H&I meetings rely solely on the donations that are given through our members as they do not collect donations inside of facilities.

One common solution that we have seen work over the years is passing a basket to collect donations that are specifically given to support the Hospitals and Institution's subcommittee. This allows our fellowship to remain in line with our traditions by keeping us fully self-supporting and it also allows the H&I subcommittee to purchase key tags, books, literature, meeting lists, and any other material that is needed to run these meetings. In addition to allowing our fellowship to continue to carry the message

to those who are still sick and suffering. Passing this basket also helps to alleviate some of the financial stress on the areas and/ districts also because they are not having to use their financial resources to support this subcommittee and subsequently they are able to allocate those funds elsewhere to allow the continued growth of this fellowship. Not only does passing this basket help to support those who are in desperate need of a common solution and are unable currently to go out and find it, but it also becomes moral booster to our members who carry the message of Heroin Anonymous into these facilities by seeing how much support they are receiving from the rest of the fellowship.

If this seems like something you would like to implement in your area or district you will want to be sure to attend your next business meeting and bring this up for discussion. It is important to remember that we never act alone in this fellowship, so this decision is something you will want to have the support of from your area or district. You will want to keep in mind, that each group is autonomous so the decision to pass that basket will ultimately come down to the group conscience of each individual meeting to decide whether they want to pass the basket or not. Once a group has decided that they want to support this they will need a place to collect these donations. The easiest solution is usually to keep (if you have one at your meeting) or get a 1-pound coffee can that is empty. After you have the can you can obtain the correct label by contacting the World Service Office or by going to our website and printing off the label. One of the most important things about this process is to make sure there is a very clear distinction between the 7<sup>th</sup> tradition basket and what you are collecting the funds for H&I with to make sure that our members know exactly what they are giving their money to. It is also just as important to announce during the passing of this what the money collected will be used for. Usually, something as simple as this works well: The 7<sup>th</sup> tradition reminds us that we are fully self-supporting through our own contributions. The can that is being passed around now is to help support Hospitals and Institutions. This money helps to buy key tags, books, literature, meeting lists, and any other materials that are needed to help carry the message of Heroin Anonymous to those who are not able to get out to an open meeting.

A very common concern amongst our members when giving money is whether the money will be used for what is being said. It is very important to remember that the people that are a member of that meeting and the members of the H&I subcommittees are all trusted servants. One should recommend to these concerned people to become a representative for the home group, district, or area and to be sure to attend the monthly business meetings that should be held by the H&I subcommittee. The funds that are collected and given to the district or area are then placed in a bank account that is to be set up. At the end of the year the funds that are collected are totaled up and then divided by 12 which then becomes the monthly budget for the H&I subcommittee.