

**Narcotics Anonymous Hospital & Institutions
Southern New Jersey Area Guidelines (Updated October 2022)**

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Introduction

The South Jersey Area H&I Subcommittee is responsible to carry the NA message of recovery into hospitals and institutions where an open meeting is not possible, due to their rules and regulations that conflict with our traditions. This committee may use other methods, such as distribution of literature and meeting lists to make the message of recovery available.

The area H&I subcommittee plays a central role in the overall H&I service effort. It initiates, coordinates and conducts all local NA hospitals and institutions meetings and activities within the area. This subcommittee is the hub of H&I planning and organization.

The area H&I committee is a subcommittee of the area service committee (ASC). It meets regularly on the third Sunday of each month at 6:00pm at St. Charles Borromeo, 176 Stagecoach Road, Turnersville, NJ 08021. (*Except for holidays that fall on that specific Sunday, such as Fathers Day and Easter, the meeting will be held on the fourth Sunday of the month) It's chair reports to and is accountable in all matters to the ASC. The subcommittee is composed of an H&I Chairperson, H&I Vice Chairperson, H&I Secretary, H&I Vice Secretary, Literature Coordinator and other elected officers, as well as any other members of the fellowship who wish to be involved.

Purpose

The Purpose of an H&I subcommittee is to carry the NA message of recovery to addicts who do not have full access to regular Narcotics Anonymous meetings. H&I panels, except for those in longer-term facilities, are intended to simply introduce those attending to some of the basics of the NA Program.

1. Provides a monthly forum to pool experiences.
2. To effectively carry the NA message to the inmates, patients and residents, we must be aware of the regulations of the institutions in which we are serving.
3. Prepares H&I policies and guidelines for the H&I subcommittee and the SJASC's approval.
4. Serves as a communications link between local H&I meetings/ presentations and H&I subcommittees at the regional and world levels.
5. Selects the members who are to conduct the H&I meetings.
6. Serves as a distribution point for literature for the meetings and reports these transactions to the ASC.
7. H&I makes all initial contact with facilities.
8. Conducts learning days, workshops, and orientations on relevant topics.
9. Is responsible for all H&I oriented services within the area.

Committee Structure

Elected Committee Officers:

1. The H&I subcommittee will consist of a Chairperson, Vice Chairperson, Secretary, Vice Secretary, Literature Coordinator and Committee members.
2. All trusted servant elections for H&I will be held at the October sub-committee meeting.
3. All H&I Subcommittee officers, with the exception of the Chairperson, are to be elected by 51% of voting members in attendance, The South Jersey H&I Subcommittee will nominate a Chairperson from our committee during elections and our current Chairperson will bring the selected nominee name to SJASC. Our current Chairperson will then nominate that person selected at SJASC elections, The Chairperson will then be elected by the SJASC in regular session.

Voting Members:

1. The voting members of the SJASC H&I Subcommittee will be the Vice-Chairperson, Secretary, Vice-Secretary, Literature Distributor and committee members. (*The SJASC H&I Subcommittee Chairperson will vote only in the event of a tie vote and only to break the tie.)

Participation:

Only selected members who are to conduct H&I presentations may make or second a motion or speak to a pro or con to a motion during the H&I Subcommittee meeting. Any interested party, however, at the invitation of the SJASC H&I Subcommittee Chairperson, may address the committee.

Voting Procedures

1. Voting Members are described above (under Voting Members #1).
2. For the purposes of voting on motions made within this committee and for motions passed down from the SJASC, Region or World a simple majority of YES votes by voting members in attendance will pass the motion.
3. Abstentions carry no weight.
4. For the purpose of electing officers (with the exception of the Subcommittee Chairperson), 51% of voting members in attendance is needed.

Qualifications and Responsibilities of the South Jersey Area Service Committee H&I Subcommittee Officers

1. All elected officers have a responsibility to serve their commitment for 1 year, unless a situation arises that interferes with the serving of the commitment.
2. Loss of clean time will cause automatic and immediate disqualification of the H&I trusted servant and/or committee member.

Chairperson:

Qualifications:

1. Will be nominated by the South Jersey Area H&I Subcommittee members with 51% of the vote during elections and our current Chairperson will bring the selected nominee name to SJASC. Our current Chairperson will then nominate that person selected at SJASC elections. The Chairperson will then be elected by the SJASC in regular session.
2. Minimum 3 years clean time required (*Clean time is to be recognized as stated in NAWS Bulletin #29 - see Pages 14-15)
3. Must have an NA sponsor, NA Home Group, and must be off all medically assisted treatment, medical marijuana and drug replacement therapies including the vivitrol shot.
4. Must have a working knowledge of the 12 Steps and 12 Traditions.
5. Must have the willingness to serve.

Responsibilities:

1. Keeps meeting in order.
2. Keeps discussion on topic.
3. Prepares agenda for each subcommittee meeting.
4. Ensures that the traditions are upheld in all matters.
5. Maintains a link of communication between the H&I Subcommittee and the SJASC, including giving a monthly typed report presented at SJASC.
6. Attends each meeting of the Regional H&I Subcommittee and brings back a report of its activities to the H&I Subcommittee.
7. Reviews and updates H&I Subcommittee Policy once a year, in March, and should be scheduled on a different date and time than regular subcommittee meetings.
(Chairperson and Vice-Chairperson to select time/ date and location of Policy review)
8. Carries out policy of the H&I Subcommittee.
9. Is the link between H&I Subcommittee and contact persons for all facilities we serve.
10. Rellocates yearly H&I commitments (See page 9)
11. Holds annual H&I Workshop/Learning Day. (see page 10)
12. Makes sure all new members are taken into facilities by experienced members for proper training.
13. Prepares and teaches Vice-Chair the position and duties of H&I Chair. (If necessary, may be removed by a 51% vote by voting members in attendance).

Vice Chairperson:

Qualifications:

1. Is elected by 51% of the voting members in attendance.
2. Minimum 2 years clean time required (*Clean time is to be recognized as stated in NAWS Bulletin #29 - see Pages 14-15)
3. Must have an NA sponsor, NA Home Group, and must be off all medically assisted treatment, medical marijuana and drug replacement therapies including the vivitrol shot.
4. Must have a working knowledge of the 12 Steps and 12 Traditions.
5. Must have the willingness to serve.

Responsibilities:

1. Helps Chairperson keep proceedings orderly.
2. Assumes the role of Chairperson in the event of the Chairperson's absence.
3. If the office of the Chairperson becomes vacant, serves as Chairperson until confirmed by the SJASC or a new Chairperson is elected.
4. If necessary, may be removed by 51% vote by voting members in attendance.
5. Works with Chairperson to hold annual learning days/workshops.
6. Assists Chairperson during annual H&I Subcommittee Policy review in March.
7. Uses this time as a training period for Chairperson Position.

Secretary:**Qualifications:**

1. Is elected by 51% of the voting members in attendance.
2. Minimum 2 years clean time required (*Clean time is to be recognized as stated in NAWS Bulletin #29 - see Pages 14-15)
3. Must have an NA sponsor, NA Home Group, and must be off all medically assisted treatment, medical marijuana and drug replacement therapies including the vivitrol shot.
4. Must have a working knowledge of the 12 Steps and 12 Traditions.
5. Must have the willingness to serve.

Responsibilities:

1. Records accurate minutes of each month's subcommittee meeting.
2. Maintains an ongoing file of all correspondences and minutes.
3. Keeps a record of the attendance of all committee members and the fulfillment of their commitment.
4. Keeps an accurate and current phone list.
5. Makes copies and has H&I Subcommittee Policy readily available.
6. Responsible for having available Orientation Welcoming packets for Subcommittee members.
7. Distributes Orientation Welcoming packets to all new commitment members. (*If necessary, may be removed by 51% vote by voting members in attendance.)
8. Has access to a computer and printer.

Vice Secretary:**Qualifications:**

1. Is elected by 51% of the voting members in attendance.
2. Minimum 1 year clean time required (*Clean time is to be recognized as stated in NAWS Bulletin #29 - see Pages 14-15)
3. Must have an NA sponsor, NA Home Group, and must be off all medically assisted treatment, medical marijuana and drug replacement therapies including the vivitrol shot.
4. Must have a working knowledge of the 12 Steps and 12 Traditions.
5. Must have the willingness to serve.

Responsibilities:

1. Assists the Secretary in all their duties.
2. Learns and prepares to hold the Secretary position in the future.
3. Acts as Secretary in the event of the Secretary's absence during Subcommittee meeting.
4. Has access to a computer and printer.
5. May be removed from office with 51% vote.

Literature Distributor:

Qualifications:

1. Is elected by 51% of the voting members in attendance.
2. Minimum 1 year clean time required (*Clean time is to be recognized as stated in NAWS Bulletin #29 - see Pages 14-15)
3. Must have an NA sponsor, NA Home Group, and must be off all medically assisted treatment, medical marijuana and drug replacement therapies including the vivitrol shot.
4. Must have a working knowledge of the 12 Steps and 12 Traditions.
5. Must have the willingness to serve.

Responsibilities:

1. Maintains an ongoing log of facilities that are supplied with literature and what they require.
2. Attends ASC monthly and works with SJASC Literature Chair to obtain NA literature for distribution to H&I facilities at the level allocated in the SJASC budget. (The current budget is up to \$300 per month.)
3. Distributes NA conference-approved literature, and any other items the subcommittee uses in carrying the message of NA, to H&I Subcommittee members to take into facilities to give out to their clients.
4. Keeps a complete record of all transactions to assure accountability and gives a report based on that at the regular subcommittee meetings. This person should always be aware of the amount of literature being distributed so the committee members' literature requests remain practical and the subcommittee can fairly distribute the literature without exceeding its budget.
5. May be removed from office with 51% vote.

Committee Member:

Qualifications:

1. Minimum 6 months clean time required (*Clean time is to be recognized as stated in NAWS Bulletin #29 - see Pages 14-15)
2. Must have an NA sponsor, NA Home Group, and must be off all medically assisted treatment, medical marijuana and drug replacement therapies including the vivitrol shot.
3. Must have a working knowledge of the 12 Steps and 12 Traditions.
4. Must have the willingness to serve.
5. Must have observed at least one H&I presentation before taking on a new commitment, new member with previous South Jersey H.I. experience may have observation period waived through motion made by the majority of committee members.

6. Must have an experienced subcommittee member accompany you into the facility after the observation period is fulfilled.
7. Clean time may be waived for someone who wants a commitment if they receive 51% of the vote of the subcommittee members in attendance.

Responsibilities:

1. Selects members of the fellowship to share their experience, strength and hope of NA.
2. Brings meetings into Hospital and Institutions carrying the NA message of Recovery “that an addict, any addict, can stop using drugs, lose the desire to use and find a new way to live”.
3. Ensures that the meeting starts and ends on time.
4. Report any problem with the facility to the Chairperson so it can be included in the regular report to the H&I Subcommittee.
5. Must have observed at least one H&I presentation with an experienced member of the subcommittee, and be accompanied by an experienced member during your first commitment in the facility. (H.I. experience may have observation period waived through motion made by the majority of committee members.)
6. Be willing to train new members on properly giving an H&I presentation.
7. Must read all the material given in the Orientation Welcoming Packet and be familiar with meeting format.
8. Be familiar with H&I Subcommittee Policy as well as the regulations of the facilities in which they serve.
9. In the event that they are unable to fulfill their commitment, contact the Chairperson far enough in advance to permit the Chair to make other arrangements to cover their commitment.
10. Committee Member Qualifications: Attends the H&I Subcommittee each month and gives an oral report of the ongoing activity at the facility. (Failure to attend subcommittee meeting for 2 consecutive months will result in the loss of commitment. Failure to fulfill facility commitment for 2 consecutive months or 3 times in a year is an automatic forfeiture of the commitment.)
11. If unable to attend a subcommittee meeting, the committee member is responsible for calling the Chair and giving the monthly report over the phone.
12. May be removed with 51% vote by voting members in attendance.

Guest Speaker

Qualifications:

1. Minimum 6 months clean time required (*Clean time is to be recognized as stated in NAWS Bulletin #29 - see Pages 14-15)
2. Must have an NA sponsor, NA Home Group, and must be off all medically assisted treatment, medical marijuana and drug replacement therapies including the vivitrol shot.

3. Must have a working knowledge of the 12 Steps and 12 Traditions.
4. Must have the willingness to serve.

General Information

1. All H&I presentation commitments will be held by a committee member for 1 calendar year, February to January.
2. H&I Subcommittee have committee members chair H&I presentation meetings in institutions and hospitals.
3. H&I presentations in hospitals/ institutions are closed to **ALL** outside attendance.
4. The H&I committee is responsible to assure that if a new institution / hospital commitment is started, there be support available to maintain the presentation.
5. H&I Subcommittee will make available in the SJASC monthly minutes all open H&I commitments. The following information should be included: name/location of the facility, the day of the week, week of the commitment, time of the meeting, date it becomes available, and any requirement for the commitment.
6. Literature for H&I Subcommittee presentations will be donated by the SJASC. (We currently have a monthly budget of up to \$300 allotted for NA approved literature to bring into facilities to further carry our primary purpose to the still sick and suffering addict.) No Basic Texts or book-form literature should be supplied to facilities on a monthly basis.
7. H&I Subcommittee is required to make use of all its allotted funds each month. We do not have the ability to carry funds forward to future months.
8. Literature for the H&I Subcommittee presentations will be distributed at the monthly H&I Subcommittee meeting.
9. The H&I Subcommittee may use the Greater Philadelphia Regional Service office to purchase their own monthly allowance of literature as stated above.
10. Specific holidays that fall on the third Sunday of the month, Easter (April), Mothers Day (May), Fathers Day (June), H&I will hold the subcommittee meeting on the fourth Sunday of that month.
11. Excessive use of profanity or the use of vulgar stories in your sharing is strongly discouraged by the H&I Subcommittee.

Commitment to the Language of Recovery

Commitment to the language of recovery in our meetings is also an important issue. In order to remain consistent with our traditions and to insure that the message we carry is a clear, consistent message of recovery in NA; we refer to ourselves simply as “addicts”, not “drug addicts”, not “addicts and alcoholics”, not “junkies”, not “dope fiends” just as ADDICTS. We refer to our time in the program as “clean”, “clean time” or “recovery”; not “sobriety”, not “clean and sober”; just CLEAN, CLEAN TIME and RECOVERY. A mixed message is a confusing message. If this is something that you feel you can not do, then maybe you are not suited for H&I service in Narcotics Anonymous.

Yearly Reallocation of H&I Subcommittee Commitments

1. All commitments are reallocated each January.
2. Each commitment is a yearly commitment. Commitments are assigned at the January subcommittee meeting and end at the following January subcommittee meeting.
3. If a committee member has had a commitment assigned at the July subcommittee meeting or afterward, they are permitted to keep that commitment. They must be present at the yearly reallocation meeting or contact the H&I Chairperson in order to keep that commitment.
4. The following is the order in which commitments are reallocated:
 1. Current Subcommittee members who have had a commitment, assigned at the June Subcommittee meeting or before, and have fulfilled it successfully.
 2. Members who do not currently have a commitment or have had a commitment since July or sooner and have chosen not to continue it.
5. Within the above guidelines, commitments are allocated in order of clean time, beginning with the addict with the most clean time.

South Jersey Agenda for H&I Subcommittee Meeting

1. Meeting called to Order
2. Moment of Silence
3. There is no set length of time for this subcommittee meeting. We will try to run this meeting as efficiently as possible. We ask that everyone stay until the close of business.
4. Smoking is allowed out front. Please respect the wishes of the church and dispose of your butts in the butt can located out front.
5. Readings : 12 Traditions of NA, Purpose, Personal Commitment/ Commitment to H.I. , Commitment to Language of Recovery and Commitment to represent NA.
6. Attendance
7. Minutes/Old Business
8. Reports of budget expenditures and literature distribution.
9. New Business
10. New Members
11. Motion to close

H&I Learning Day / Workshop

1. The purpose of an H&I Learning Day is to educate the members of the fellowship about Hospitals & Institutions work. Learning days are one way to prepare the NA member to carry the message to addicts who do not have full access to regular NA meetings. We have learning days so that we may benefit from the collective experience of other NA members.
2. Learning days are held to better educate NA members who will gain a better understanding of H&I procedures. It is also a forum to keep H&I members informed of updated H&I materials, projects and to generate interest in H&I work other than panel presentations.
3. Learning days provide our new members the opportunity to understand H&I work as a vital and positive part of their recovery. H&I is where many members found hope and usefulness in the fellowship. At these types of events, we have the opportunity to pass that hope on to others.
4. It is the responsibility of the SJ Area H&I Subcommittee to conduct at least one learning day/ workshop per year to educate members about H&I.
5. When scheduling a learning day/ workshop be sure that the function is not scheduled at the same time as other local events, so that as many members of the local fellowship as possible can take part.
6. When conducting a workshop, a flyer should be created to inform the local fellowship and other H&I subcommittees outside of the area/region.
7. Choose qualified members to speak and/or to lead discussions and question and answer sessions.
8. Consult "Hospitals and Institutions: Handbook" page 68-69 for a list of discussion topics.

H&I Annual Learning Day / Workshop Agenda

1. Start the meeting with a moment of silence followed by the serenity prayer.
2. Read the 12 Traditions
3. Chairperson's opening remarks
 - a. Topics to be discussed
 - b. Local concerns of the H&I Subcommittee
 - c. Introduce Speakers
4. Question and answer session, or after each topic.
5. Close with the third step prayer.

Depending on the time allowed or the number of topics to be covered, you may wish to break the day in several sections.

H&I Policy Annual Review

H&I Subcommittee Policy should be reviewed once a year, in March, and should be scheduled on a different date and time than regular subcommittee meetings. (Chairperson and Vice-Chairperson to select time/ date and location of Policy review)

**South Jersey Area of Narcotics Anonymous
Hospitals and Institutions Presentation Format**

For the Chairperson : the following is the meeting format for our H.I. Presentations. Remember it is your responsibility to maintain an atmosphere of recovery.

READ: My name is _____ and I'm an addict. We will open this meeting with a moment of silence followed by the serenity prayer.

READ: The South Jersey Area Hospitals and Institutions Subcommittee would like to welcome everyone to this presentation of Narcotics Anonymous. Because resident's access to outside meetings is limited, we bring this special meeting to you. We are here to let you know that, if you want help staying clean, Narcotics Anonymous is available and has worked for us.

READ: Let's go around the room and introduce ourselves.

At this time would someone please read "Who is an addict?" - "What is the NA Program?" - "How it works" - "Why are we here?"

READ: In a speaker meeting, one or more NA members share their experience, strength and hope that tends to layout some basic symptoms and characteristics of the disease of addiction and shows how NA has brought about recovery. We will not dwell excessively on active addiction or "war stories" because we all know what it was like to use.

READ: After the speakers are finished there will be time for questions or sharing. But we ask that there is no cross - discussion while anyone is sharing.

Introduce Speakers

Question and Answer Period

NA Announcements: Point out the NA pamphlets and Meeting lists.

READ: The speakers will be available for a few minutes after the meeting, but please don't ask for phone numbers as our speakers are not allowed to give them out. Instead please come to one of our meetings.

READ: Here are some simple suggestions that have worked for us,

- 1) Avoid people places things you used with or at.
- 2) Come to meetings early and stay late.
- 3) Don't use and go to a meeting.
- 4) Get and use a sponsor.
- 5) Join a Homegroup.
- 6) Participate in service.
- 7) Go to 90 meetings in 90 days.
- 8) Use the phone.
- 9) Keep coming back.

READ: Would someone please read "Just for Today".

Close with serenity prayer.

Information on Starting New Commitments in New Facilities or Existing Facilities

1. The initial approach to start a new H&I meeting/presentation should be made through an H&I Subcommittee. Don't ever act alone.
2. H&I meetings/ presentations are held in facilities where addicts do not have full access to regular NA meetings.
3. When the local members of groups see the need for an H&I presentation at a facility, the local H&I subcommittee should be contacted. H&I panels are a function of the H&I subcommittee. Individuals should not take it upon themselves to do H&I work in facilities that the South Jersey Area H&I Committee don't serve.
4. One important factor is the degree to which the residents are restricted from outside meetings. Addicts who have full access to regular NA meetings usually do not require H&I services. If they are completely restricted from outside meeting attendance they should be high on the priority list.
5. Another factor is the length of time that a facility has been waiting for the subcommittee to bring in an H&I meeting/ presentation.
6. After considering these other factors, the decision is up to the subcommittee.
7. The Subcommittee should not make a commitment to start an H&I meeting until it is capable of being responsible to that commitment. Committee will not take on new commitments until committee has fulfilled all current commitments for two months in a row.
8. If the subcommittee sees the need for H&I in a facility that isn't currently being served, the H&I Chairperson should send out letters to facilities introducing them to NA and offering to hold an H&I meeting/ presentation in their facility. It is advisable to have it printed on letterhead stationary and be a typewritten formal letter, with examples of NA literature enclosed. (Have Secretary keep copies on file of all letters sent.)
9. The next step is to find out who is the appropriate administrative person to contact. All calls or letters of inquiry should be addressed to that person.
10. If a facility is interested in an H&I meeting/ presentation, you should then schedule an interview before the first H&I presentation, to make arrangements, in person, the proper procedures and expectations.
11. Once these steps have been taken and the H&I meeting/ presentation is being held in the facility, it is important to keep an open channel of communication between the facility and South Jersey Area H&I Subcommittee.
12. Secretary keeps an updated list of each facility including times, days and members.
13. Make sure the group is ready for the responsibility. Don't be afraid to say "No, we're not able to support a meeting in your facility at this time." Don't take on additional commitments until the subcommittee is ready.
14. If you find that you have over committed yourselves, go to the facility and let them know that you need to discontinue the meeting for a while. They will respect you more for letting them know face to face rather than just stop showing up.
15. When a facility approaches the H&I subcommittee and asks us to bring an H&I presentation into their facility, it needs to be brought before the H&I subcommittee,

discussed, and then voted on. The group conscious of the subcommittee members will make the right decision.

Narcotics Anonymous World Service Board of Trustees Bulletin #29

Regarding Methadone and other Drug Replacement Therapies

This bulletin was written by the World Service Board of Trustees in 1996. It represents the views of the board at the time of writing.

Not all of us come to our first NA meeting drug free. Some of us were uncertain about whether recovery was possible for us and initially came to meetings while still using. Others came to their first meetings on drug replacement programs such as methadone and found it frightening to consider becoming abstinent.

One of the first things we heard was that NA is a program of complete abstinence and "The only requirement for membership is the desire to stop using." Some of us, upon hearing these statements, may have felt that we were not welcome at NA meetings until we were clean. But NA members reassured us that this was not the case and we were encouraged to "keep coming back." We were told that through listening to the experience, strength, and hope of other recovering addicts that we too could find freedom from active addiction if we did what they did. Many of our members, however, have expressed concern about individuals on drug replacement programs. Questions come up regarding such individuals' membership status, ability to share at meetings, lead meetings, or become trusted servants on any level. "Are these members clean?" they ask. "Can one really be a 'member' and still be using?"

Perhaps by answering the most important question first—the issue of membership—we can establish a context by which to approach this issue. Tradition Three says that the only requirement for NA membership is a desire to stop using. There are no exceptions to this. Desire itself establishes membership; nothing else matters, not even abstinence. It is up to the individual, no one else, to determine membership. Therefore, someone who is using and who has a desire to stop using, can be a member of NA.

Members on drug replacement programs such as methadone are encouraged to attend NA meetings. But, this raises the question: "Does NA have the right to limit members' participation in meetings?" We believe so. While some groups choose to allow such members to share, it is also a common practice for NA groups to encourage these members (or any other addict who is still using), to participate only by listening and by talking with members after the meeting or during the break. This is not meant to alienate or embarrass; this is meant only to preserve an atmosphere of recovery in our meetings.

Our Fifth Tradition defines our groups' purpose: to carry the message that any addict can stop using and find a new way to live. We carry that message at our recovery meetings, where those who have

some experience with NA recovery can share about it, and those who need to hear about NA recovery can listen. When an individual under the influence of a drug attempts to speak on recovery in Narcotics Anonymous, it is our experience that a mixed, or confused message may be given to a newcomer (or any member, for that matter) For this reason, many groups believe it is inappropriate for these members to share at meetings of Narcotics Anonymous.

It may be argued that a group's autonomy, as described in our Fourth Tradition, allows them to decide who may share at their meetings. However, while this is true, we believe that group autonomy does not justify allowing someone who is using to lead a meeting, be a speaker, or serve as a trusted servant. Group autonomy stands only until it affects other groups or NA as a whole. We believe it affects other groups and NA as a whole when we allow members who are not clean to be a speaker, chair a meeting, or be a trusted servant for NA.

Many groups have developed guidelines to ensure that an atmosphere of recovery is maintained in their meetings. The following points are usually included:

- Suggesting that those who have used any drug within the last twenty-four hours refrain from sharing, but encouraging them to get together with members during the break or after the meeting.
- Abiding by our fellowship's suggested clean time requirements for service positions.
- Seeking meeting leaders, chairpersons, or speakers who help further our primary purpose of carrying the message to the addict who still suffers.

We make a distinction between drugs used by drug replacement programs and other prescribed drugs because such drugs are prescribed specifically as addiction treatment. Our program approaches recovery from addiction through abstinence, cautioning against the substitution of one drug for another. That's our program; it's what we offer the addict who still suffers. However, we have absolutely no opinion on methadone maintenance or any other program aimed at treating addiction. Our only purpose in addressing drug replacement and its use by our members is to define abstinence for ourselves.

Our fellowship must be mindful of what kind of message we are carrying if a still-using addict leads a meeting, or becomes a trusted servant. We believe that under these circumstances we would not be carrying the Narcotics Anonymous message of recovery. Permissiveness in this area is not consistent with our traditions. We believe our position on this issue reinforces our recovery, protects our meetings, and supports addicts in striving for total abstinence.

Note: This bulletin addresses the use of methadone maintenance as a drug replacement strategy. It is not addressing the medicinal use of methadone as a pain killer. We encourage those who have concerns about the use of methadone in pain management to refer to Narcotics Anonymous pamphlet, In Times of Illness.

DO'S & DONT'S

Do's :

- Make directories of outside meetings and NA helpline numbers available to potential members so they can find NA upon release.
- Start and end on time.
- Clearly state that Narcotics Anonymous is separate from the facility and from other fellowships.
- Obey the dress code and exercise common sense.
- Conduct orientation and/or training sessions for all members involved in H&I service.
- Meet with facility staff on a regular basis to check how NA is doing in the facility and to hear how we could improve.
- Ensure that a clear NA message of recovery is carried by all panel members.
- Clarify the rules to whomever you bring into the facility, or have them attend an orientation if the facility offers one.
- Emphasize that NA recovery is available to all addicts regardless of drug(s) used.
- Involve potential members in the meeting, especially in long-term facilities (NA meeting readings, etc).
- Screen all panel members, speakers and chairperson.
- Attempt to get all agreements with the facility in writing.
- Adhere to security regulations at all times.

Don'ts :

- Conduct an H&I meeting or presentation alone.
- Give any inmate or client within the facility your address or telephone number.
- Break another person's anonymity
- Get involved in discussions on outside issues, don't forget why we are there.
- Discuss facility staff members with inmates.
- Show favoritism to any resident(s) or inmates.
- Bring an NA member who has friends and/or family in the facility.
- Accept money or gifts from, or give money or gifts to any inmate or resident.
- Emphasize using days while sharing an NA message of recovery.
- Use excessive profanity.
- Debate any issues involving facility rules, regulations, programs, or other fellowships.
- Discuss conditions within the facility.
- Wear flashy jewelry or carry excessive cash.
- Take messages or carry letters in or out of the facility.
- Ask what type of crime an inmate has been convicted of, or discuss guilt or innocence.