

EASTERN INLAND EMPIRE AREA H&I SUBCOMMITTEE GUIDELINES 2009

FUNCTIONS OF THE SUBCOMMITTEE

- A. Is a resource for members and groups, in their H&I efforts, by providing supplies, literature, information, and other materials necessary to better carry the message.
- B. Provide a forum or pooling place for H&I members to share their experience, strength and hope.
- C. Maintains an updated list of all appropriate facilities within the area and records which ones are served by which panel leaders and the type of services that are being performed.
- D. Conducts workshops to address and/or work on problems that members are experiencing or to discuss methods of H&I work.
- E. Maintain communication with both the E.I.E. Area Service Committee and the Regional Service Committee so that members may be informed of its activities. Communication flows both ways between the area and the regional level through the Area Subcommittee
- F. To be a Subcommittee of the E.I.E. Area Service Committee as is disclosed in the E.I.E. Area Service Committee Guidelines.
- G. Performs any other activities that benefit the H&I efforts in the E.I.E. area.

SUBCOMMITTEE MEMBERSHIP

Members of the E.I.E.A. H&I Subcommittee shall consist of the Chairperson, Vice Chairperson, Secretary, and any member of the fellowship who wishes to better carry our message to hospitals and institutions.

AGENDA

- 1. Opening Prayer
- 2. Read the 12 Traditions
- 3. Read the 12 Concepts
- 4. Read the basic purpose of the E.I.E.A. H&I Subcommittee
- 5. Secretary report (from last meeting's minutes)
- 6. Chair report
- 7. Vice Chair report
- 8. Panel reports/Panel problems
- 9. Old business
- 10. Elections (Nominations held in October; Votes taken in November).
- 11. New business
- 12. Hand out requested literature
- 13. Literature requests
- 14. Announcements
- 15. Closing prayer

VOTING

Each H&I voting member shall have one vote and each officer shall have one vote, except for the Chairperson who shall vote only in the case of a tie. Voting starts on the 3rd consecutive meeting. Once this privilege is obtained, in order to remain an active member, you cannot miss three (3) consecutive meetings. In the event that this does happen, that member will be removed as a voting member.

QUALIFICATIONS AND RESPONSIBILITIES OF OFFICERS

A. Chairperson

1. Is elected by the E.I.E.A. H&I Subcommittee, and must also be confirmed by a group conscience of the E.I.E.A. Area Service Committee.
2. Mediates all meetings of the Subcommittee with a general understanding of parliamentary procedure.
3. Must have abstained from all drugs for a least three (3) years.
4. Should have at least two (2) years experience in areal level H&I work or other area level subcommittees and have a working knowledge of the 12 Steps, 12 Traditions through application, as well a working knowledge or the 12 Concepts.
5. Attends all meeting of the E.I.E.A. H&I Subcommittee, as well as all meetings of the E.I.E. Area Service Committee.
6. Prepares a report for each E.I.E. Area Service Committee meeting and makes motions on behalf of, and is the voice of, the E.I.E.A. H&I Subcommittee.
7. Coordinates and is responsible for all work done by the Subcommittee.
8. Is available to answer questions from H&I members.
9. Maintains communication with the Regional H&I Subcommittee.
10. If necessary can be removed by the E.I.E. Area Service Committee as outline in the E.I.E. Area Service Committee guidelines. Only after a 2/3 vote of voting members have agreed to take to the Area petitioning for removal.

B. Vice-Chairperson

1. Is elected by the E.I.E.A. H&I Subcommittee.
2. Must have abstained from all drugs for at least two (2) years.
3. Should have at least one (1) year experience in area H&I work or other area level subcommittees and have a working knowledge of the 12 Steps, 12 Traditions through application, as well as a working knowledge of the 12 Concepts.
4. Attends all meetings of the E.I.E.A. H&I Subcommittee, as well at the meetings of the E.I.E. Area Service Committee.
5. Works with the Chairperson to ensure the smooth operation of the E.I.E.A. H&I Subcommittee.
6. Performs the duties of the Chairperson in his/her absence.
7. Is responsible for the ordering and distribution of all literature and materials pertaining to the E.I.E.A. H&I Subcommittee.
8. Can be removed from the office by a 2/3 vote of voting members of the E.I.E.A H&I Subcommittee

C. Secretary

1. Is elected by the E.I.E.A. H&I Subcommittee.
2. Must have abstained from all drugs for at least one (1) year.
3. Should have at least six (6) months experience in area H&I work or some other area level service work and have a working knowledge of the 12 Steps, 12 Traditions through application, as well as a working knowledge of the 12 Concepts.
4. Should have a certain amount of clerical skills, such as the ability to compile and compose notes and keep accurate records.
5. Must keep an accurate set of minutes of all E.I.E.A. H&I meetings and learning sessions (topics discussed).
6. Works with the Chairperson to ensure the smooth operation of the E.I.E.A. H&I Subcommittee.
7. If necessary, can be removed by a 2/3 vote of the E.I.E.A. H&I Subcommittee.

SUBCOMMITTEE MEETINGS

E.I.E.A H&I Subcommittee meetings will be held on a regular monthly basis. Regular working meetings will be held at a central location and regular reports will be given at the E.I.E. Area Service Committee meeting. Additional reports regarding progress or needs of special activities are to be given on a regular monthly basis to the E.I.E. Area Service Committee as needed. Special meetings may be called by the Chairperson to address issues, as they arise, according to need. Special meetings require that a reasonable effort be made to contact current members of H&I to allow for their attendance at such meetings. No votes can be taken at said special meetings unless attendance is 51% or better of all current voting members.

BUDGET

The budget for the operational costs of the E.I.E.A. H&I Subcommittee will come from the following:

1. Budget requests need to be submitted to area at least one (1) month prior to the date of need. The E.I.E. Area Service Committee will then vote on the disbursement of said funds and distribute them as outlined in their guidelines.
2. Fund raisers with H&I themes may be conducted by the subcommittee, but all net funds must be given unconditionally to the E.I.E. Area Service Committee treasury.
3. Annual Budget requests should be submitted to E.I.E. Area Service Committee within 2 months of confirmation of H&I Chairperson.

ADDITIONAL GUIDELINES

1. **Panel Chairs** are to have 1 year clean. They will be the point of accountability for the panel they represent, ensuring that themselves and anybody else who participates in their panel will abide by the principles outlined in the H&I handbook of Narcotics Anonymous. They will also obtain all literature from the E.I.E.A. H&I Subcommittee meeting on a monthly basis. Any special requests must be submitted in advance of the next scheduled H&I Subcommittee meeting so that the Vice-Chairperson can order that literature at the next Area Service Committee meeting.
2. **Panel Leaders** must have 1 year clean and be chosen with care. They must also meet minimum clean time requirements as indicated by panel need and facility requirements, as well as have a working knowledge of the 12 Steps and 12 Traditions of Narcotics Anonymous.

3. Speakers at any E.I.E. Area H&I Subcommittee presentation must have 6 months cleans as well as meet the minimum clean time requirements by the facility attended. They should also have a working knowledge of the 12 Steps and 12 Traditions.
4. Anybody can come sit on a panel with 90 days clean, provided it is acceptable to the facility attended.
5. It is the responsibility of all Panel Chairpersons to submit a monthly report to the E.I.E. Area H&I Secretary describing the current condition of their panel and literature needs.
6. Attendance at the E.I.E. Area H&I Subcommittee meeting is required for the Chairperson, Vice-Chairperson, Secretary and all panel Chairpersons. Three (3) consecutive absences can be cause for removal from position. All other members and volunteers are encouraged to attend.

GENERAL INFORMATION

1. Any member of the E.I.E. Area H&I Subcommittee is automatically disqualified from further panel activity upon the loss of their clean time, but may become eligible again when they meet the requirements of clean time stated herein.
2. No Narcotics Anonymous Panel regularly conducted under the auspices of this Subcommittee shall be held in any hospital or institution, unless under the direct supervision of a regularly delegated Panel Leader or Panel Chair of the E.I.E. Area H&I Subcommittee. They must also be acceptable to the authorities of the facility being attended.
3. No panel participant shall involve themselves with any activity that violates facility rules or interferes with the working ability and privilege of this Subcommittee to carry the message inside those facilities.
4. Length of clean time required by each institution is to be rigidly held to by all Panel Chairpersons, Panel Leaders and other panel participants.
5. Excessive use of vile, profane, or filthy language/stories is strictly prohibited by the authorities of all institutions serviced by this Subcommittee. All panel participants must strictly comply with this regulation. All these issues will be investigated by the Chairperson and brought to the Area Subcommittee for review.
6. Nothing will be given to or taken from a resident residing at a facility where N.A. panels are conducted, including messages, phone numbers, food or drink of any kind, except N.A. literature.
7. Panel Chairpersons shall be responsible for the conduct of all persons who participate in the panels at their facility. Points of communication between Panel Chairs and Panel Leaders should exist to keep every panel participant aware of existing rules and regulations within each facility.
8. All panel participants must keep their message solely focused upon the N.A. message of recovery.
9. All clothing worn by panel participants into facilities serviced by the E.I.E. Area H&I Subcommittee should be neat and modest, and must comply with specific facility rules. No logos of any kind, example; N.A. apparel, team logos and clothing logos.
10. All rules and regulations of all facilities entered by N.A. are to be adhered to.
11. Any E.I.E. Area H&I member not conforming to the previously stated requirements shall, upon Subcommittee consideration and with 2/3 voting members present, be suspended from further H&I work for a period of time to be decided by voting members present.

AMENDMENT OF GUIDELINES

E.I.E. Area H&I Subcommittee may propose and amendment to these guidelines at regular monthly meetings of the E.I.E. Area Service Committee. The proposal must be seconded and submitted, in writing, for information at such regular E.I.E. Area Service Committee meetings, and then referred to the groups before voting. A 2/3 majority of voting members of the E.I.E. Area Service Committee present is necessary to amend. The amendment shall take effect immediately upon its adoption, unless otherwise specified by the motion to the contrary.