

**EASTERN INLAND EMPIRE AREA
H&I SUBCOMMITTEE GUIDELINES 2018**

FUNCTIONS OF THE SUBCOMMITTEE:

1. 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.
2. Conducts a monthly business meeting.
3. Maintains an updated list of all facilities within the area, maintains records showing which facilities are served by which panel leaders and they type of services that are being performed.
4. Conducts workshops to address and/or work on problems that members are experiencing or to discuss methods of H&I work.
5. Maintains communication with both the EIE 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.
6. To be a sub-committee of the EIE Area Service Committee as is disclosed in the EIE Area Service Committee Guidelines.
7. Performs any other activities that benefit the H&I efforts in the EIE Area.

SUBCOMMITTEE MEMBERSHIPS:

Members of the EIE Area H&I Sub-committee shall consist of the Chairperson, Vice Chairperson, Secretary, Coordinator and any member of the fellowship who wishes to better carry our message to hospitals and institutions.

AGENDA:

1. Opening Prayer
2. Reading of the 12 Traditions
3. Reading of the 12 Concepts
4. Reading of the basic purpose of the EIE Area H&I Subcommittee.
5. New Members / Visitors
6. Birthdays
7. Approval of Minutes
8. Chair report
9. Vice Chair report
10. Coordinator reports/ Coordinator-Problems
11. Old Business
12. New Business
13. Elections (Nominations held the October; Votes taken in November.)
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 care of a tie. Members receive voting privileges on their 3rd consecutive meeting. Once this privilege is obtained and in order to remain an active member of H&I

subcommittee, members 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 EIE Area H&I Subcommittee, and must also be affirmed by a group conscience of the EIE Area Service Committee.
2. Mediates all meetings of the Subcommittee with a general understanding of a parliamentary procedure.
3. Must have abstained from all drugs for at least three (3) years.
4. Should have at least two(2) years experiences in the area level H&I work or other area level subcommittees and have a working knowledge of the 12 steps, 12 traditions, and 12 concepts.
5. Attends all meetings of the EIE Area H&I Subcommittee, all meetings of the EIE Area Service Committee, and the Regional H&I committee meeting.
6. Prepares a written report for every EIEj Area Service Committee meeting and makes motions on behalf of, and is the voice of, the EIE Area H&I subcommittee.
7. Coordinates and assumes responsibility for all work done by the H&I subcommittee.
8. Will be able to answer questions from H&I members.
9. Maintains communication with the Regional H&I Subcommittee.
10. If necessary, may be removed by a 2/3rd vote of the voting members of the H&I subcommittee.
11. Chairperson will be in possession of a zip drive for all required documentation and information and pass it down to the member that follows in fulfilling the Chairperson position.

B. Vice-Chairperson:

1. Is elected by the EIE area H&I Subcommittee and must be affirmed by a group conscience of the EIE Area Service Committee.
2. Must have abstained from all drugs for at least two (2) years.
3. Should have at least one (1) year experience at area level H&I work or other area level subcommittees and have a working knowledge of the 12 steps, 12 traditions, and 12 concepts.
4. Attends all meetings of the EIE Area H&I Subcommittee. All meetings of the EIE Area Service Committee, and the Regional H&I committee meeting.
5. Works with chairperson to ensure the smooth operation of the EIE Area H&I Subcommittee.
6. Will assume the duties of the H&I subcommittee in chairperson's absence.
7. Responsible for the ordering and distribution of the literature and materials pertaining to the H&I Subcommittee.
8. If necessary, may be removed by a 2/3rd vote of the voting members of the H&I subcommittee.

C. Secretary:

1. Is elected by the EIE Area 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 of service work and have a working knowledge of the 12 steps, 12 traditions, and 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 EIE Area H&I subcommittee meetings, keep an attendance roster and compile volunteer phone list.
6. Works with the chairperson to ensure the smooth operation of the EIE Area H&I Subcommittee.

7. If necessary, can be removed by a 2/3rd vote of the EIE Area H&I subcommittee.
8. Secretary will be in possession of a zip drive for all required documentation and information and pass it down to the member that follows in fulfilling the Secretary position.

BUDGET:

The budget for the operational costs of the EIE Area H&I Subcommittee will come from the following:

1. Annual budget to be submitted in writing to ASC in December for following year.
2. Budget requests need to be submitted to area at least one (1) month prior to the date of need. The EIE Area Service Committee will then vote on the disbursement of said funds and distribute them as outlined in their guidelines.
3. H&I is not a money handling subcommittee, therefore a request to the Activities Subcommittee will be made to handle donations, etc. with all net funds being given unconditionally to the EIE Area Service Committee treasury.

SPECIAL MEETINGS:

Special meetings, or via electronic correspondence 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 or via electronic correspondence unless attendance is 51% or better of all current voting members.

ADDITIONAL GUIDELINES:

Coordinators: Must have at least one (1) year clean time. They will be the point of accountability for the panel they represent, ensuring that anybody who participates in the panel will abide by the principles outlined in the H&I handbook of Narcotics Anonymous. They will attend all H&I subcommittee meetings and they will obtain all literature for their meetings on a monthly basis. Special requests will be submitted in advance of the next scheduled H&I subcommittee meeting so that the Vice-Chairperson can order it.

Panel Leaders: Must have one (1) year clean and meet requirements as indicated by panel, as well as any facility requirements. They will have a working knowledge of the 12 steps and 12 traditions of Narcotics Anonymous. They are required to attend the EIE Area H&I Subcommittee meeting prior to fulfilling their position, they are encouraged to qualify thereafter.

Speakers: Must have six (6) months clean time and meet any requirements made by the facility attended. They should also have a working knowledge of the 12 steps and 12 traditions. They are encouraged to attend the EIE Area H&I subcommittee meeting.

Panel Guests: Must have ninety (90) days clean time and meet any requirements made by the facility attended. They are not allowed to share but only observe until they meet the speakers requirements. They are encouraged to attend the EIE Area H&I subcommittee meeting.

GENERAL INFORMATION:

1. Any member of the EIE 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 the subcommittee shall be held in any hospital or institution, unless under the direct supervision of the regularly delegated Coordinator of the EIE Area H&I subcommittee. They must also be acceptable to the authorities of the facility being attended.
3. No panel participate 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, beyond EIE H&I guidelines is to be rigidly held to by all Coordinators, Panel Leaders and other panel participates.
5. Excessive use of vile, profane. Or filthy language/stories are strictly prohibited by the authorities of all institutions serviced by this subcommittee. All panel participants must strictly comply with this regulation. All of these issues will be investigated by the Coordinator and brought to the Area H&I subcommittee for review.
6. Nothing will be given to or taken from a resident residing at any facility where NA panels are conducted, including messages, phone numbers, and food, drinking of any kind, or cigarettes, except for and limited to NA literature.
7. Coordinators shall be responsible for the conduct of all persons who participate in their panels. Points of communication between Coordinators and Panel Leaders should exist to keep every panel participant aware of existing rules and regulations within each facility.
8. All panel participants must have a clean and well defined message of Narcotics Anonymous and keep their message solely on Narcotics Anonymous.
9. All clothing worn by panel participants into facilities serviced by the EIE Area H&I subcommittee should be neat and modest and must comply with specific facility rules. No logos of any kind (e.g. NA Apparel, team logos, and clothing logos) will be worn into the facility.
10. All rules and regulations of all the facilities entered by NA are to be adhered to.
11. Any EIE Area H&I participate not conforming to the previously stated requirements shall, upon subcommittee consideration and with 2/3rd voting members present, be suspended from further H&I work for a period of time to be decided upon by voting members present.

AMENDMENT OF GUIDELINES:

EIE AREA H&I SUBCOMMITTEE MAY PROPOSE AN AMENDMENT TO THESE GUIDELINES AT ANY REGULAR MONTHLY MEETINGS OF THE EIE (ASC). THE PROPOSAL MUST BE SECONDED AND SUBMITTED IN WRITING, FOR INFORMATION AT SUCH REGULAR EIE (ASC) MEETING, AND THEN REFERRED TO THE GROUPS BEFORE VOTING. A 2/3S MAJORITY OF VOTING MEMBERS OF THE EIE (ASC) PRESENT IS NECESSARY TO AMEND. THE AMENDMENT SHALL TAKE EFFECT IMMEDIATELY UPON its ADOPTION, UNLESS OTHERWISE SPECIFIED BY THE MOTION TO THE CONTRARY.