

OFFICIAL BYLAWS OF THE EASCNA H&I SUBCOMMITTEE

*** These rules and guidelines were comprised by an ad hoc committee with the sole purpose of establishing bylaws for the H&I subcommittee. They were thoroughly discussed and formed in a group conscience of the ad hoc committee members. Rules and guidelines listed herein are based on current EASCNA bylaws and the World Services H&I Handbook. ***

I. Name

The name of this service subcommittee shall be “Eastern Area Service Committee of Narcotics Anonymous H&I Subcommittee” and hereinafter referred to as EASC H&I subcommittee.

II. Purpose

1. Provides a monthly forum to pool experiences. “I can’t – we can.”
2. Prepares H&I policies and guidelines.
3. Serves as a communications link between local H&I meetings/presentations and H&I subcommittee at the area level.
4. Selects the panel leaders who are to conduct the H&I meetings.
5. Serves as a distribution point for literature for the meetings and reports these transactions to the ASC.
6. Makes all initial contact with facilities (at times coordinated with or in cooperation with PR).
7. Conducts learning days, workshops, and orientations on relevant topics.
8. Is responsible for all H&I-oriented services within the area.

III. Description

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 and its chairperson 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, and other elected officers, as well as any other member of the fellowship who wishes to be involved.

IV. Business Meetings

Budget- As of June 2024 we have a standing budget of \$600.00 per month, at maximum. Unused funds do not roll over to the next month. That does not mean the maximum available amount should be spent in its entirety each month but instead, that this is the maximum amount that can be spent based on the needs of our area.

A. Regular Meetings

1. Shall be open to all NA members but closed to the general public.
2. Shall be held at the same place of area each month, unless otherwise requested and approved by the EASC H&I subcommittee.

3. Hosting of regular business meetings shall be by volunteer basis and shall be held in locations with an active NA community.
4. The locations shall be announced as far in advance as possible.
5. Business shall be conducted using the following, in this order.
 - a. Current By-Laws
 - b. Appendix to the area bylaws, reference 2
“How to use the rules of order”.
 - c. Current edition of Robert’s Rules of order
6. To be recognized on the floor, a raise of the hand is necessary, followed by recognition and permission by the chairperson.
7. The quorum required for the purposes of voting (as listed below under section IV.C: Quorum), does not need to be met in order to carry out usual business meetings. Usual business, such as giving reports or ordering literature, can proceed as per usual.
8. All EASC H&I business meetings will be non-smoking/vaping.

B. Special Meetings

1. Shall be called by the H&I Chairperson by
 - a. Notification to all H&I officers and voting members.
 - b. At least 75% of the voting members must be present.
2. The purpose of the meeting shall be stated in the agenda. No other business will be conducted.
3. The Chairperson shall determine the location of such meeting.

4. A reasonable notice shall be given.

C. Quorum

1. Trusted servants in attendance at the beginning of each meeting shall constitute a quorum.
2. Trusted servants arriving after quorum is established, will not be permitted to vote unless there's a break and quorum needs to be reestablished.
3. Majority rules (more than half).
4. Minimum 50% executive committee and 25% panel leaders to establish the quorum needed for voting.

D. Motions

1. All main motions should be concise and presented to the subcommittee.
2. A motion can be made by the simple raising of a hand, being called on by the chair, and verbally making the motion/request to the subcommittee during new business.
3. Once a motion has been made the floor shall be open for discussion.
Must be seconded before voted on.

4. New motions, effecting the subcommittee as a whole, made during new business must meet the subcommittee meeting requirements for quorum in order to be voted on.
5. Tabled Motions shall be addressed at the next H&I subcommittee meeting in “Old Business”.

E. Policy on Violent and Disruptive Behavior (See Attached)

V. Voting

- A. The H&I subcommittee shall have two classes of members: voting and non-voting.
 1. Voting Members:
 - a. Panel Leaders
 - b. Executive Committee Members
 2. Non-Voting Members:
 - a. Panel Members
 - b. Attending NA Members
- B. The H&I subcommittee Chairperson can participate in debate and discussion but may only vote to break a tie.
- C. Voting shall be by a show of hands.

- D. When a member is nominated for a position as a trusted servant, the nominated member must be removed from the voting service body during discussion and voting.
- E. No voting member shall carry more than one vote.
- E. When a voting member is not in attendance, voting rights cannot be passed to their temporary replacement.
- F. Both voting and non-voting members have the right to introduce motions and participate in debate.

VI. Trusted Servants

Any member of the H&I subcommittee is automatically disqualified from further H&I activity upon relapse but may again become eligible when he/she can conform to the requirements in these guidelines.

Being clean shall be defined as complete abstinence from all drugs, including those on MAT (medicated assisted treatment) and DRT (drug replacement therapy).

Any member not conforming to these requirements, or any other which might be added later, or who refuses to abide by the rules and regulations of the facility, shall automatically be relieved of any H&I subcommittee assignments.

A. Executive Committee

1. Chairperson

2. Vice-Chairperson
3. Orientator
4. Secretary
5. Literature

B. Panel Leaders

VII. Elections

A. The H&I subcommittee executive committee positions are to be filled at the regular meeting in April (voted on in January for beginning of training)

are:

1. Chairperson
2. Vice-Chairperson
3. Literature Chairperson
4. Secretary
5. Orientator

B. H&I trusted servants shall be elected to serve a term of one (1) year.

C. If a trusted servant is elected for an executive committee position at any other time than in April, their term ends the following April.

D. No H&I trusted servant shall serve more than two terms consecutively in the same office.

E. To be elected to any trusted servant position, the nominee must be present at the H&I subcommittee meeting to respond to questions regarding qualifications, to include, but not limited to the following:

1. Attendance
 - a. Do you understand the H&I subcommittee meets each month and the meeting is held at different locations in the Eastern Area?
 - b. Do you have reliable transportation?
 - c. Are you able to travel to the H&I subcommittee meeting locations?
 2. Explain your service experience.
 3. Briefly explain your understanding of our 12 Traditions and 12 Concepts.
 4. Computer Skills (when applicable)
 - a. Do you have access to a computer?
 - b. How familiar are you with the document program Word and/or the spreadsheet program Excel?
 - c. Do you possess any other computer skills? (graphics, web page, hardware, etc.)
 - d. How familiar are you with email?
 - e. Explain your internet capabilities.
 5. Do you understand the clean time requirement for your position and that it includes abstinence from all drugs, including any form of medicated assisted treatment and drug replacement therapy?
- F. If there is no one who has the qualifications, clean time, or willingness to serve; a position may be left as intent to fill.

- G. Having no willing members who meet the requirements to fulfill a position as a trusted servant is no reason to give the position to a member who does not meet the requirements. It will remain intent to fill until a member, who meets the qualifications, is willing to take the position.
- H. The H&I Vice-Chair position is an office unto itself, and therefore the Vice-Chairperson does not automatically succeed the H&I Chairperson at the expiration of the Chairperson's term.
- I. Outgoing trusted servants should be willing to act in an advisory capacity to their successors.

VIII. Vacancies

- A. An election to fill a vacancy shall occur within two regular H&I meetings after the vacancy arises.
- B. Notice of intent to fill a vacancy shall be provided to the ASC to be included in the EASC minutes.
 - 1. A temporary panel leader may be assigned while notice of intent to fill is sent out via EASC minutes.
- C. In the case of a vacancy of the H&I chairperson, the Vice-Chairperson shall assume the duties until the end of the regular business meeting at which an H&I chairperson is elected.
- D. When an executive committee position is vacant and there is no one willing or able to serve, the positions responsibilities fall onto the H&I chair (who can then delegate tasks to willing members, if needed).

IX. Removal From Office

A. An H&I elected trusted servant may be removed from office for:

1. Breaking the law.
2. Mismanagement of NA funds.
3. Not fulfilling the duties of the office.
4. Attendance.
5. Jeopardizing the NA fellowship.
6. Any member of the H&I subcommittee is automatically disqualified from further H&I activity upon relapse but may again become eligible when he/she can conform to the requirements in these guidelines. Being clean shall be defined as complete abstinence from all drugs, including those on MAT (medicated assisted treatment) and DRT (drug replacement therapy).

B. Absence of trusted servants for more than 3 consecutive general business meetings shall constitute automatic resignation.

X. Qualifications of Trusted Servants

A. All trusted servants must meet the clean time requirements in these guidelines.

B. In general, all trusted servants must have the personal time to devote to their assignments; must be accessible to the members to the members of the NA Fellowship; must have the interest to do a timely and thorough job; must have knowledge of the NA Steps, Traditions, and Concepts; must be willing to accept personal inconveniences; must be willing to train other

members to replace them; must be stable and must show mature judgement.

In Addition:

1. The chairperson should have the ability to organize and plan administrative actions; should have good communication and correspondence skills; should be able to handle business with a firm, but loving understanding hand; should have good leadership abilities and should be objective, tolerant, and impartial.
 2. The Vice-Chair should have the same abilities as the chairperson.
 3. The Secretary should have good organizational skills; should have a sense of order about what transpires at meetings; should have access to word processor with computer; should have correspondence skills and should be conscientious and accurate.
 4. The Literature Chair should have the ability to keep accurate financial records; itemized list of purchase orders; be conscientious, accurate and above all, have mature judgement.
 5. The H&I Orientator must have a working knowledge/experience as a panel member/leader in order to train other members to fulfill these positions themselves. Must be conscientious, good at record keeping, good organizational skills, be accessible and dependable.
- C. It is suggested that the continuous clean time for the H&I subcommittee trusted servants to be.
1. Chair- 2 years

2. Vice-Chair- 1 year
 3. Secretary- 1 year
 4. Literature Chair- 1 year
 5. Orientator- 18 months with panel member/panel leader experience.
 6. Panel Leader- 1 year with recently accumulated 9 months H&I experience.
 7. Panel Members- 90 days
- D. It is suggested that the H&I trusted servants have previous service experience and are currently active in service.

XI. Duties of Trusted Servants

A. Chairperson

1. Keeps order in the meeting.
2. Keeps discussion on topic.
3. Prepares an agenda for each subcommittee meeting.
4. Ensures that the traditions are upheld in all matters.
5. Maintains a link of communication between H&I subcommittee and the area service committee.
6. Works with panel leader(s) to draft all correspondence to facilities served by the subcommittee.
7. Has the ability to delegate responsibilities.
8. Reach out to facilities monthly.

B. Vice Chairperson

1. Helps chairperson keep proceedings orderly.
2. Acts as chairperson in the case of chairperson's absence.
3. If the office of chairperson becomes vacant, serves as the chair until confirmed by the ASC or until a new chair is elected.

C. Secretary

1. Takes an accurate set of minutes at each monthly meeting and distributes them to subcommittee members prior to the next meeting.
2. Keeps an updated volunteer list of members who would like to go to H&I meetings.
3. Maintains an ongoing file of all correspondence and minutes.

There are other responsibilities of the H&I subcommittee that could fall under the job description of the above officers or could become positions of their own. How many different positions you have will depend on the number of members you have available to your subcommittee who can serve and how the subcommittee decides to structure itself.

D. Literature Coordinator

1. It is the responsibility of the literature chair to distribute NA conference-approved literature and any other items the subcommittee uses in carrying the message, such as *Reaching Out* and *The NA Way*, to the panel leaders. To ensure accountability, a complete record of all transactions must be kept, and a report given at regular subcommittee meetings. This person should always be aware of the amount of literature being distributed so the

panel leaders' literature requests remain prudent, and the subcommittee can fairly distribute the literature without exceeding its budget.

E. H&I Orientator

1. It is the responsibility of the orientator to have regularly scheduled monthly orientations for orientating panel members.
2. Must make themselves available to orientate newly elected panel leaders.
3. Must be willing to navigate out of town orientations. Sometimes areas such as Stillwater or Cushing, will have several members willing to gather for an orientation done in their area.
4. Must work with those unable to make the regularly scheduled orientation due to consistent life circumstances such as work schedule interference.
5. Needs to keep, and continually update, a list of orientated H&I members. This list can only span back 1 year. Members who haven't been orientated in more than a year have their names dropped off of the current H&I panel member list.
6. Make updated panel member list available to H&I subcommittee so that panel leaders can reach out to those who have been orientated in order to fill their panel.
7. H&I orientator should make themselves available for particular H&I events that involve orientation, such as H&I Awareness Day Mass Orientation or workshops at area events.

The Panel

Gathering all the people needed to conduct the H&I meeting is the responsibility of the panel leader who puts together several members (a panel) to go and put on an H&I meeting/presentation at the facility. Here is a description of these positions:

A. Panel Leader

1. Panel Leaders should be selected by the H&I subcommittee at its regular subcommittee meetings. The term should be one (1) year. The panel leader can decide what type of meeting to have by using one of the meeting formats included in the H&I Panel Leader Orientation Packet.
2. The panel leader selects members of the fellowship to be panel members usually from the panel member list. The panel leader is responsible to ensure that the meeting starts and ends on time. Any problems should be reported to the H&I subcommittee.
3. H&I panel leaders are responsible for following the guidelines listed in the H&I panel leader orientation packet. Inability to follow these requirements can cause the panel leader in question to be removed from the H&I subcommittee as a panel leader. If removed from their service position by the subcommittee for violations, they would then need to gain another year of experience before returning as a panel leader.

B. Panel Member

1. This is the essential element of H&I work- the member who goes to share his or her experience, strength, and hope at the H&I meeting. Without these people, our H&I work would be completely impersonal at best.

2. H&I members are responsible for following the guidelines listed in the H&I member orientation packet. Inability to follow these instructions can cause the H&I member in question to be removed from the H&I panel member list for up to 6 months.

XII. Ad Hoc Sub-Committees

- A. Ad hoc subcommittees shall be formed by the H&I subcommittee as necessary to carry out specific tasks.
- B. All ad hoc subcommittees are directly responsible to the H&I subcommittee.
- C. Funds, if necessary, will be made available as approved by the H&I budget. All financial records and receipts shall be submitted to the H&I secretary.
- D. The ad hoc subcommittee shall meet as often as necessary and shall keep a record (minutes) of all its meetings.
- E. The ad hoc subcommittee chairperson shall be appointed by the H&I subcommittee.
- F. The body of this ad hoc subcommittee shall be comprised of active, willing members of the H&I subcommittee and NA fellowship.
- G. Ad hoc subcommittees shall have enough latitude to handle their routine affairs, but all recommendations, actions, and/or results, will be submitted for approval by H&I subcommittee.
- H. An ad hoc subcommittee shall exist only as long as its project and/or purpose are viable, or as long as determined by H&I subcommittee.
- I. All ad hoc meetings shall be open to the fellowship and meeting times posted in the H&I minutes.

- J. A final report of the ad hoc subcommittee's findings, recommendations, etc., shall be submitted in writing to the H&I subcommittee's secretary at the end of the ad hoc subcommittee's term.

Policy on Violent and Disruptive Behavior

Violence and disruptive behavior for the purpose of this guide are defined as threats, belittling, name calling, intimidation, physical harm, sexual harassment, and other behaviors meant to force control on others. Although we will allow some heated debate and occasional loud voices, we must insist that our H&I subcommittee meetings be free from acts of violence and disruptive behaviors. We must recognize these acts and behaviors and protect ourselves from members that would use them toward others. This would include behaviors that are meant to disrupt the meeting so that business cannot be conducted. With that understanding the following policy will be used at our meetings.

- Consequences of violence- physical harm, threats of physical harm, and property damage:
 1. Individual will be asked to leave immediately upon the request of any combination of two executive members.
 2. Meeting will be adjourned until person leaves.
 3. Local authorities may be called if individual does not cooperate.
 4. Immediate termination of position.
 5. Person cannot attend a business meeting for 6 months.
 6. Person is not to take an area position for 1 year.

- Consequences of disruptive behavior (as defined above):
 1. First offense will be a verbal warning.
 2. Second offense will receive the same consequences as violent behavior described above.