



# **EAST END AREA of NARCOTICS ANONYMOUS (EEANA)**

## **Service Committee Guidelines**

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### **Includes:**

**ASC Guidelines**

**P&A Guidelines**

**PR Guidelines**

**H&I Guidelines**

**Learning Day**

**Ad-Hoc Guidelines**



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## **ARTICLE 1**

### **NAME**

The name of this area service committee shall be:

### **EAST END AREA OF NARCOTICS ANONYMOUS**

For the purpose of these guidelines the acronym EEANA will be used. The acronym ASC will be used when referencing the EEANA Area Service Committee.

- A. Mailing Address: P.O. Box 81042, Pittsburgh, PA 15217
- B. Meeting Place Address: 5401 Center Avenue, Pittsburgh, PA 15232
- C. TIN# (Treasurer Records)

## **ARTICLE 2**

### **2.1 Purpose**

The purpose of the EEANA Service Committee shall be to support the needs of the EEANA groups, to serve as a link between these groups and the Tri-State Regional Service Committee of NA (TSRSCNA) and NA World Services (NAWS), and to foster unity. For the purpose of these guidelines the term "Narcotics Anonymous Group" shall be defined as stated in the *Guide to Local Services* handbook.

### **2.2 Philosophy**

EEANA through mindful planning and service will create an atmosphere that makes service attractive. We plan to facilitate this through a loving and caring service structure that focuses on serving the groups, providing workshops, and streamlining business, always keeping the spiritual principles, traditions, and concepts in mind and at the forefront of all business conducted. Selfless service ensures this area will provide unity now and for "the unseen addict" in years to come.



## **ARTICLE 3**

### **Functions and Responsibilities**

- A. Directly responsible to the groups
- B. Provide support, information, and resources.
- C. Ensure the accountability of its subcommittees and trusted servants to the groups.
- D. Hold an annual Learning Day.
- E. Link between the groups and TSRSCNA and NAWS
- F. Foster unity amongst its member groups.
- G. EEANA Project Plan – trusted servants should collaborate prior to the January ASC meeting to develop the yearly goals of each subcommittee and EEANA overall. These goals should be used for all corresponding annual budgets.

## **ARTICLE 4**

### **4.1 EEANA Participants**

This Area Service Committee shall have two classes of participants: voting members and non-voting members. No NA member shall hold more than one membership in a class or combination, thereof.

### **4.2 Voting Participants**

Voting participants of EEANA shall be Group Service Representatives (GSR) or in the GSR's absence the GSR Alternate or representative assigned by the groups within the East End Area. For the purpose of these guidelines, the terms "Group Service Representative" and "Group Service Representative Alternate" shall be defined as stated in the *Guide to Local Services*. The Chairperson of EEANA may only vote to resolve a tie. Voting members must be present at the ASC to vote.

### **4.3 Non-Voting Participants**

Non-voting participants of EEANA shall be any NA member, the trusted servants of EEANA or any subcommittee chairperson not assigned voting rights. Any NA member



may introduce motions and participate in debate and discussion. All motions must be seconded by a GSR.

## **ARTICLE 5**

### **5.1 Trusted Servants**

The trusted servants of EEANA are:

1. Chairperson
2. Vice Chairperson
3. Regional Committee Member
4. Regional Committee Member Alternate
5. Policy & Administration Chairperson
6. Policy & Administration Vice Chairperson
7. Treasurer
8. Vice Treasurer
9. Area Board Representative
10. Area Board Representative Alternate
11. Secretary
12. Vice Secretary
13. Hospitals & Institutions Chairperson
14. Hospitals & Institutions Vice Chairperson
15. Public Relations Chairperson
16. Public Relations Vice Chairperson
17. Convention Program Committee Liaison



## **5.2 Nominations, Elections, Terms and Eligibility**

Notification of EEANA open positions shall be made one month in advance of the scheduled election for that position. Positions that are vacant during the term should be listed on the agenda immediately upon the vacancy. Establishment of new standing subcommittee positions are listed on the agenda immediately following the establishment of the subcommittee. All positions should remain in the agenda until filled. The trusted servant assumes the position in the month following the election. If there is only one nominee, election is by simple majority.

### **5.2.1 Nomination and Election Procedures**

- A. All nominations for EEANA trusted servant positions must be made by the nominee's homegroup GSR using the Group Report Form. If the GSR cannot be present, another homegroup member may present the form. Vice Chairs and Alternates get automatic nominations from subcommittees. A GSR must second all nominations. The Secretary will read the qualifications, duties, and responsibilities for the position to the nominee before the election is held.
- B. The nominee states his/her qualifications.
- C. Questions and answers
- D. The nominee leaves the room. Participants discuss the nominee and his/her qualifications for the position.
- E. Vote is called.
- F. When more than two nominees are present for the same position, the one having the fewest votes is removed from contention. Another vote is then taken. The nominee with the highest vote count is elected.



### **5.2.2 Terms**

Elections to be held in May - terms to run from June 1<sup>st</sup> until May 31<sup>st</sup> for the following positions:

1. Chairperson
2. Vice Chairperson
3. Secretary
4. Vice Secretary
5. Treasurer
6. Vice Treasurer
7. Regional Committee Member
8. Regional Committee Member Alternate
9. Area Board Representative
10. Area Board Representative Alternate
11. Convention Program Committee Liaison

Elections to be held in November - terms to run from December 1<sup>st</sup> until November 30<sup>th</sup> for the following positions:

1. Policy and Administration Chairperson
2. Policy and Administration Vice Chairperson
3. Public Relations Chairperson
4. Public Relations Vice Chairperson
5. Hospitals and Institutions Chairperson
6. Hospitals and Institutions Vice Chairperson

### **5.2.3 Eligibility**

No trusted servant of EEANA shall hold more than one elected area position at a time. No trusted servant shall be eligible to serve more than two full terms consecutively in the same position.





### **5.3 Nominations other than EEANA**

Any NA member with a home group in EEANA seeking nomination for a position on TSRSCNA or its subcommittees or a NAWS position must be nominated by his or her GSR and participate in the procedure outlined above.

### **5.4 Attendance**

- A. Attendance policy is based on complete meetings.
- B. All elected Trusted Servants are required to attend the ASC meetings.
- C. The following are required to attend the Policy and Administration meetings:
  - 1. P&A Chairperson
  - 2. P&A Vice Chairperson
  - 3. Secretary
  - 4. Area Chairperson
  - 5. Area Vice Chairperson
- D. All Trusted Servants are encouraged to attend all Policy and Administration meetings.
- E. The RCM and the RCM Alternate are required to attend all Tri-State Regional Service Committee of Narcotics Anonymous meetings.
- F. The Area Board Representative is required to attend all Tri-State Regional Service Office Inc. Board of Directors meetings.
- G. All EEANA subcommittee chairpersons are required to attend the regular monthly meetings of their respective subcommittees.
- H. The PR Chair and H&I Chair are required to attend the regular monthly meeting of the respective Regional sub-committee meetings.
- I. If a group is absent from the ASC for two consecutive months, that group is not counted in quorum for the following ASC meeting (see Article 9 Quorum, page 21).



## **5.5 Removal of Trusted Servants**

### **5.5.1 Absence**

If an EEANA Trusted Servant is absent from three consecutive ASC meetings, they will automatically be removed from their position. Any other absences see 5.5.2 Non-Compliance.

### **5.5.2 Non-Compliance**

An EEANA Trusted Servant will be removed from their position for non-compliance. A fifty-one percent (51%) vote of the GSR's is required for removal. Non-compliance includes, but is not limited to: attendance, loss of abstinence, and non-fulfillment of duties in their position.

### **5.5.3 Resignations**

A Trusted Servant of EEANA may resign by providing notice to the EEANA Chairperson in advance of the upcoming regular EEANA meeting.

## **ARTICLE 6**

### **Duties of Trusted Servants**

All EEANA level Trusted Servants are directly responsible to the groups they serve. For nomination, election, terms and eligibility, see section 5.2.

#### **6.1 Chairperson**

Qualifications:

- A. Two years continuous abstinence
- B. Willingness to give the time and resources necessary to serve
- C. Previous service experience
- D. A working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts of Narcotics Anonymous
- E. A working knowledge of these EEANA Service Guidelines
- F. An NA home group within EEANA and an NA sponsor

Duties:



- A. To open the EEANA meeting at the appointed time by taking the chair and calling the meeting to order
- B. To conduct the ASC meeting, with impartiality and fairness, utilizing the 12 Steps, 12 Traditions, 12 Concepts, and Robert's Rule of Order
- C. To announce in proper sequence the business that comes before the assembly
- D. To protect the assembly from frivolous or dilatory motions by refusing to recognize them
- E. To enforce the rules relating to debate and to order decorum within the assembly when appropriate
- F. To recognize members who are entitled to the floor
- G. To state and put to vote all questions that legitimately come before the assembly as motions or that otherwise arise in the course of proceedings and to announce the result of each vote; or, if a motion that is not in order is made, to rule out of order
- H. To expedite business in every way compatible with the rights of members and observers
- I. To decide all questions of order, subject to appeal unless, when in doubt, the Chairperson prefers to submit such question to the assembly for decision
- J. To be responsible to have the meeting place open for EEANA and closed in accordance with the rules for that facility
- K. In absence of Treasurer and Vice Treasurer, to fulfill Treasurer's responsibilities
- L. To appoint, for the purpose of communication and without voting rights, a member to represent EEANA at the RSC in the event that the RCM and RCM alternate are unavailable
- M. In or around the month of March, to appoint an EEANA member as Learning Day Ad-hoc Chairperson for our annual Learning Day
- N. Member of EEANA P&A; required to attend P&A meetings
- O. Assign responsibility to two elected trusted servants to hold key and retrieve correspondence from P.O. Box.
- P. Act as a point of contact for the area's P.O. Box.

## 6.2 Vice Chairperson



Vice Chairperson is a learning position and as such the incumbent is encouraged to run for the Chairperson position at the completion of their term. For nomination, election, terms and eligibility, see section 5.2.

**Qualifications:**

- A. One year continuous abstinence
- B. Willingness to give the time and resources necessary to serve
- C. Previous service experience
- D. A working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts of Narcotics Anonymous
- E. A working knowledge of these EEANA Service Guidelines
- F. An NA home group within EEANA and an NA sponsor

**Duties:**

- A. In the absence of the Chairperson, to serve as Chairperson
- B. To learn the position by assisting the Chairperson in all duties
- C. To act as Chairperson of subcommittees in the case of vacancy, loss, or resignation of the Chairperson of that subcommittee
- D. To keep records of attendance and absences of trusted servants for compliance with attendance policy
- E. Be a cosigner of EEANA Bank account.
- F. Serve as a member of the Learning Day Ad-hoc committee.
- G. Member of EEANA P&A; required to attend P&A meetings

**6.3 Secretary**

All EEANA level Trusted Servants are directly responsible to the groups they serve. For nomination, election, terms and eligibility, see section 5.2.



Qualifications:

- A. One year continuous abstinence
- B. Willingness to give the time and resources necessary to serve
- C. One year of previous service experience
- D. A working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts of Narcotics Anonymous
- E. A working knowledge of these EEANA Service Guidelines
- F. An NA home group within EEANA and an NA sponsor

Duties:

- A. In the absence of the EEANA Chairperson, Vice Chairperson, P&A Chairperson, P&A Vice Chairperson and Regional Committee Member to call the meeting to order and preside until the immediate election of a Chairperson Pro-Tem
- B. Record minutes of all EEANA proceedings.
- C. Keep and update EEANA's official membership list, call the roll when it is required, and record participants as they arrive and leave.
- D. Make the minutes and records available to Narcotics Anonymous members upon request.
- E. Member of EEANA P&A; required to attend P&A meetings
- F. Prepare a draft of the ASC minutes to be presented at the P&A meeting.
- G. Within two weeks of an ASC meeting, ensure ASC minutes are approved by P&A and uploaded to the EEANA website as well as emailed to all ASC meeting attendees.
- H. Distribute the ASC Agenda one week prior to the ASC meeting.
- I. Record and continue to archive all EEANA policy, P&A policy, and pertinent documents.
- J. Notify the participants of each special meeting.



#### **6.4 Vice Secretary**

Vice Secretary is a learning position and as such the incumbent is encouraged to run for the Chairperson position at the completion of their term. For nomination, election, terms and eligibility, see section 5.2.

Qualifications:

- A. Six months continuous abstinence
- B. Willingness to give the time and resources necessary to serve
- C. Previous service experience
- D. A working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts of Narcotics Anonymous
- E. A working knowledge of these EEANA Service Guidelines
- F. An NA home group within EEANA and an NA sponsor

Duties:

- A. In the absence of the Secretary, to serve as Secretary of EEANA
- B. Learn the Secretary position by assisting in all duties.
- C. Pass out attendance sheets at all EEANA meetings and to transcribe same for the minutes
- D. To transcribe Group Report forms for the minutes

#### **6.5 Treasurer**

All EEANA level Trusted Servants are directly responsible to the groups they serve. For nomination, election, terms and eligibility, see section 5.2.



Qualifications:

- A. Two years continuous abstinence
- B. Willingness to give the time and resources necessary to serve
- C. Previous service experience
- D. A working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts of Narcotics Anonymous
- E. A working knowledge of these EEANA Service Guidelines
- F. An NA home group within EEANA and an NA sponsor

Duties:

- A. To follow the NAWS Treasurer's Handbook
- B. Provide a written and oral report at the monthly ASC meeting that includes income and expenses.
- C. Balance bank statement monthly and have it available at the ASC meeting.
- D. Make recommendations for earmarking funds for anticipated expenses.

**6.6 Vice Treasurer**

Vice Treasurer is a learning position and as such the incumbent is encouraged to run for the Chairperson position at the completion of their term. For nomination, election, terms and eligibility, see section 5.2.

Qualifications:

- A. Two years continuous abstinence
- B. Willingness to give the time and resources necessary to serve
- C. Previous service experience
- D. A working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts of Narcotics Anonymous
- E. A working knowledge of these EEANA Service Guidelines
- F. An NA home group within EEANA and an NA sponsor



Duties:

- A. In the absence of the Treasurer, to serve as Treasurer of EEANA
- B. Learn the Treasurer position by assisting the Treasurer in all duties.
- C. To fulfill any financial responsibilities as appointed by EEANA
- D. To make a report of any financial matters as appointed by EEANA

**6.7 Regional Committee Member (RCM)**

All EEANA level Trusted Servants are directly responsible to the groups they serve. For nomination, election, terms and eligibility, see section 5.2.

Qualifications:

- A. Two years continuous abstinence
- B. Willingness to give the time and resources necessary to serve
- C. Previous service experience
- D. A working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts of Narcotics Anonymous
- E. A working knowledge of these EEANA Service Guidelines
- F. An NA home group within EEANA and an NA sponsor





Duties:

- A. In the absence of the Chairperson and Vice Chairperson, P&A Chair, P&A Vice Chair to serve as Chairperson of EEANA
- B. Represent EEANA at each Tri-State Regional Service Committee of Narcotics Anonymous (TSRSCNA) meeting.
- C. Provide a written report to TSRSCNA of all EEANA business.
- D. Review, understand, and clarify the TSRSCNA minutes and agenda upon receipt.
- E. Provide Policy and Administration Subcommittee with Regional agenda items, within a week of the TSRSCNA meeting.
- F. Provide a written and verbal report at each regular EEANA meeting, covering the business of the TSRSCNA meeting, and any subsequent correspondence.
- G. Keep the appropriate bodies updated with current information of the groups in the EEANA for the meeting list.
- H. Be a cosigner of EEANA bank account.
- I. Attend MARLCNA **during CAR years** and provide a detailed written report on all pertinent information (refer to Article 7- Financial for budget information).

**6.8 RCM Alternate**

RCM Alternate is a learning position and as such the incumbent is encouraged to run for the RCM position at the completion of their term. For nomination, election, terms and eligibility, see section 5.2.

Qualifications:

- A. One year continuous abstinence
- B. Willingness to give the time and resources necessary to serve
- C. Previous service experience
- D. A working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts of Narcotics Anonymous
- E. A working knowledge of these EEANA Service Guidelines



- F. An NA home group within EEANA and an NA sponsor

Duties:

- A. In the absence of the Area Service Representative, to act as the RCM for EEANA
- B. Learn the RCM position by assisting the RCM with all duties.
- C. Attend each Tri-State Regional Service Committee (TSRSCNA) meeting.
- D. Attend MARLCNA during off years and provide a detailed written report on all pertinent information (refer to Article 7- Financial for budget information).

**6.9 Area Board Representative (ABR)**

All EEANA level Trusted Servants are directly responsible to the groups they serve. For nomination, election, terms and eligibility, see section 5.2.

Qualifications:

- A. Two years continuous abstinence
- B. Willingness to give the time and resources necessary to serve
- C. Two years of previous service experience
- D. A working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts of Narcotics Anonymous
- E. A working knowledge of these EEANA Service Guidelines
- F. An NA home group within EEANA and an NA sponsor

Duties:

- A. Represent EEANA at the Tri-State Regional Service Office Board of Directors meetings.
- B. Provide a written and verbal report to EEANA covering the business of the previous TSRSO BOD meeting and any subsequent correspondence needed.
- C. Provide Policy and Administration Subcommittee with BOD agenda items, within a week of the TSRSO BOD meeting.



### **6.10 ABR Alternate**

ABR Alternate is a learning position and as such the incumbent is encouraged to run for the Chairperson position at the completion of their term. For nomination, election, terms and eligibility, see section 5.2.

Qualifications:

- A. Two years continuous abstinence
- B. Willingness to give the time and resources necessary to serve
- C. Previous service experience
- D. A working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts of Narcotics Anonymous
- E. A working knowledge of these EEANA Service Guidelines
- F. An NA home group within EEANA and an NA sponsor

Duties:

- A. In the absence of the ABR, to act as the ABR for EEANA
- B. Learn the ABR position by assisting the ABR with all duties.
- C. Attend each Tri-State Regional Service Committee (TSRSCNA) meeting.

### **6.11 Convention Program Committee Liaison (CPC)**

All EEANA level Trusted Servants are directly responsible to the groups they serve. For nomination, election, terms and eligibility, see section 5.2.

Qualifications:

- A. Three years continuous abstinence
- B. Willingness to give the time and resources necessary to serve
- C. Previous service experience
- D. A working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts of Narcotics Anonymous
- E. A working knowledge of these EEANA Service Guidelines
- F. An NA home group within EEANA and an NA sponsor



Duties:

- A. Represent EEANA at all Convention Program Committee meetings.
- B. Attend EEANA meeting and provide EEANA with any flyers or forms regarding speakers and chair people for the Convention.
- C. Encourage that EEANA and all other Areas are represented at the Convention.

## **ARTICLE 7**

### **Financial**

#### **7.1 Checking Account**

- A. The checking account will be in the name of EEANA.
- B. The checking account will require two signatures; the Trusted Servants who are signers are the Vice Chairperson, P&A Chairperson, and RCM.
- C. No EEANA checks will be issued in amounts exceeding the account balance at the beginning of the ASC meeting.

#### **7.2 Transactions**

- A. Expenditures will not be reimbursed without a receipt. All receipts must be submitted along with a completed EEANA Reimbursement Form including explanation of expense, date, and signature. Reimbursement Form and receipts must be submitted within one month of the expense.
- B. Checks to fund subcommittee budget items will only be written at the ASC or P&A Subcommittee.
- C. Any member handling money at an EEANA event must have at least one year clean.
- D. All transactions including advances require receipts along with a completed EEANA Reimbursement Form to be given to the ASC Treasurer at the next area service meeting or the person becomes financially responsible.



### **7.3 Budget**

- A. An annual budget must be submitted by each subcommittee at the January ASC based on the annual project plan and the monthly administrative expenses.
- B. Each subcommittee must submit a detailed budget when requesting funds.
- C. Any expense outside of the realm of normal operating expenses must be tabled to the groups. Normal operating expenses include all subcommittee budgets, MARLCNA budget, annual Learning Days, and TSRSCNA and NAWS donations.
- D. Establish and maintain a prudent reserve that equals two months operating expenses.
- E. A two thirds vote is required to incur expenses that decrease the prudent reserve below two months operating expenses.
- F. EEANA will donate funds above prudent reserve to TSRSCNA and NAWS, 60% and 40% respectively.

### **7.4 Audit**

- A. Yearly financial audit be completed by the outgoing Treasurer, the incoming Treasurer, and an elected Trusted Servant with treasurer or financial experience.
- B. Upon completion of the annual audit a written report is provided with recommendations for subcommittee budgets, any issues identified, as well as any other recommendations.
- C. A special audit may be conducted by the P&A subcommittee with 24 hour notice to the Treasurer.

### **7.5 Misappropriation of funds**

Any member who is liable for misappropriation of funds while serving in any ASC position will:

- A. Be automatically removed.
- B. Be given the opportunity to enter into a promissory agreement for repayment of funds within a designated time frame.
- C. If the promissory agreement is not fulfilled within agreed time-frame, the P&A Chair, or designated member, will be responsible to file charges on behalf of EEANA.



## **7.6 Bad Checks**

- A. Any group or person presenting a check returned for insufficient funds, or any other reason, must pay the amount due plus any associated fees by money order or cashier's check within 30 days of being notified.
- B. EEANA will not accept checks for a period of one year from the group or individual named on a check that was returned by the bank.

## **ARTICLE 8**

### **Amendment of Guidelines**

The EEANA Policy may only be amended by a two-thirds majority vote of GSR's at an EEANA meeting.

## **ARTICLE 9**

### **Quorum**

Quorum for EEANA is defined as one third of voting members plus one.

## **ARTICLE 10**

### **NAME**

### **Policy and Administration Subcommittee**



## **ARTICLE 11**

### **P&A Purpose**

This Committee is responsible for updating these guidelines, major motions, rules of order, qualifications and duties, and sub-committee guidelines all of which must be updated in the EEANA Service Committee Guidelines. This committee will also be available to help with wording for motions and amendments and be a resource for Areas or sub-committees that are developing guidelines. This committee is also responsible to review wording on all motions and help the chairperson to ensure that conflicts between motions and traditions are kept at a minimum.

## **ARTICLE 12**

### **P&A Functions and Responsibilities**

The P&A Subcommittee will:

- A. Be directly responsible to EEANA, its groups, and its members.
- B. Review the ASC meeting minutes and set the ASC meeting agenda by meeting within one week of the ASC meeting.
- C. Be the parliamentary body using the 12 Steps, 12 Traditions, 12 Concepts, the group conscience process, and Robert's Rules of Order.
- D. Maintain EEANA's guidelines and archives.
- E. Develop, update, maintain and facilitate new GSR orientation as needed.
- F. Conduct an annual budget review and update as needed to reflect realistic costs.

## **ARTICLE 13**

### **P&A Participants**

The P&A Subcommittee shall have two classes of participants: voting members and non-voting members.



### **13.1 Voting Participants**

The voting members of the P&A Subcommittee shall consist of:

- A. The EEANA Chairperson, EEANA Vice Chairperson, P&A Vice Chairperson, EEANA Secretary.
- B. Group Service Representatives (GSRs) from the East End Area
- C. In the absence of necessary voting participants, the P&A subcommittee may require other EEANA trusted servants to be voting members (see section 4.2 Voting Participants)

### **13.2 Non-Voting Participants**

The non-voting participants of the P&A Subcommittee shall be:

- A. The P&A Chairperson with the exception of a tie vote.
- B. Any other NA member or Subcommittee Chair who is not specifically assigned voting rights.

Any member of NA has the opportunity to gain awareness and have input to the P&A operation and shall be a non-voting member of this committee. Non-voting participants may introduce motions and participate in discussion. Motions must be seconded by a voting member of the P&A Subcommittee.

## **ARTICLE 14**

### **P&A Trusted Servants**

The Trusted Servants of the P&A Subcommittee shall be the P&A Chairperson, P&A Vice-Chairperson, EEANA Chairperson, EEANA Vice Chairperson, EEANA Secretary and any other position this committee shall deem necessary to fulfill its responsibilities.

### **14.1 Elections**

- A. The P&A Chairperson and P&A Vice Chairperson will be elected in accordance with EEANA Guidelines. See section 5.2.
- B. The Trusted Servants term of commitment shall begin at the start of the first P&A meeting following the ASC meeting at which they are elected.





## **14.2 Removal of P&A Trusted Servants**

### **14.2.1 Non-Compliance**

A Trusted Servant will be removed from their position for non-compliance including but not limited to: attendance, loss of abstinence, and non-fulfillment of the duties of their position.

### **14.2.2 Resignations**

A Trusted Servant of this P&A Subcommittee may resign by providing notice to the P&A Subcommittee Chairperson in advance of the upcoming P&A Subcommittee meeting.

## **ARTICLE 15**

### **P&A Duties of Trusted Servants**

All EEANA P&A Subcommittee Trusted Servants are directly responsible to the EEANA ASC.

### **15.1 P&A Chairperson**

All EEANA level Trusted Servants are directly responsible to the groups they serve. For nomination, election, terms and eligibility, see section 5.2.

Qualifications:

- A. Two years continuous abstinence
- B. Willingness to give the time and resources necessary to serve
- C. One year of previous P&A/ASC service experience
- D. A working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts of Narcotics Anonymous
- E. A working knowledge of these EEANA Service Guidelines
- F. An NA home group within EEANA and an NA sponsor



Duties:

- A. Single point of accountability for the functions of the subcommittee
- B. Create and maintain correspondence related to EEANA business except when the responsibility is clearly assigned to another Trusted Servant.
- C. Signature for all legal documents or actions; i.e. rental agreements, legal charges, etc.
- D. Be a cosigner of EEANA Bank account.
- E. Provide direction and items for discussion to be placed on the ASC and P&A Agenda.
- F. Update, produce, and distribute EEANA Service Committee Guidelines.
- G. Maintain the archives for EEANA, all of its subcommittees, and any items pertaining to EEANA.
- H. Maintain a working document of all motions that impact the Service Committee Guidelines.
- I. Coordinate EEANA's yearly internal financial audit.
- J. Sign all certified copies of acts for the P&A Subcommittee.
- K. Act as the Parliamentarian and maintain decorum and respond to all inquiries of members relating to parliamentary procedure or factual information bearing on the business of the assembly.
- L. Provide each group or subcommittee the Guide to Local Services and the current policy.
- M. Annually update and send a copy of these EEANA Service Committee Guidelines to all Trusted Servants, GSR's, TSRSCNA, and NAWS.
- N. Notify the participants of special meetings and deliver verbal and written reports at ASC meetings.
- O. In the absence of the Area Chair and Vice Chair, facilitate the ASC meeting.



## **15.2 P&A Vice Chairperson:**

P&A Vice Chairperson is a learning position and as such the incumbent is encouraged to run for the Chairperson position at the completion of their term. Nomination is automatic. For nomination, election, terms and eligibility, see section 5.2.

### **Qualifications:**

- A. One year continuous abstinence
- B. Willingness to give the time and resources necessary to serve
- C. Previous P&A/ASC experience and service
- D. A working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts of Narcotics Anonymous
- E. A working knowledge of these EEANA Service Guidelines
- F. An NA home group within EEANA an NA sponsor

### **Duties:**

- A. In the absence of the P&A Chairperson to carry out the duties of the P&A Chair
- B. Learn the position by assisting the P&A Chair in all duties.
- C. Attend all ASC meetings.
- D. Attend all P&A meetings.
- E. Help ensure policy is being kept while business is conducted at the ASC and P&A meetings.



## **ARTICLE 16**

### **Financial**

#### **P&A Budget**

This P&A Subcommittee will develop an annual project budget.

- A. This budget is for the annual update and distribution of these EEANA Service Committee Guidelines and Policies to all Trusted Servants, GSR's, TSRSCNA, and NAWS.
- B. This budget will include anticipated date of expenses.
- C. This budget will be funded by EEANA in accordance with EEANA Guidelines.
- D. Any funds requested in excess of the annual budget must be requested in the form of a written budget or estimate of proposed expenses.

This P&A Subcommittee will have a set administrative budget amount of \$50/mo.

- A. This budget is for estimated costs of doing ASC business including GSR toolkits, copier expenses, meeting place rent, and any additional miscellaneous administrative expenses.

## **ARTICLE 17**

### **P&A Amendment of Guidelines**

These guidelines may be amended with a two-thirds majority of P&A subcommittee members then taken to ASC for review and approval.

## **ARTICLE 18**

### **P&A Meetings**

All Policy and Administration Subcommittee meetings will meet at a designated time and place that will be announced at the EEANA ASC and listed on the EEANA website calendar. A Special Meeting may be called by the P&A chairperson. The purpose of the meeting shall be stated. No business other than that which is stated will be conducted.



**ARTICLE 19**

**NAME**

**Public Relations Subcommittee**

**ARTICLE 20**

**PR Purpose**

The purpose of the Public Relations Subcommittee of EEANA is to inform the public that Narcotics Anonymous exists and that it offers recovery from addiction, educate the fellowship about Public Relations work in Narcotics Anonymous and provide outreach and resources to the groups of EEANA.



## **ARTICLE 21**

### **PR Functions and Responsibilities**

This PR Subcommittee will:

- A. Be directly responsible to EEANA.
- B. Open and maintain lines of communication between NA and the public, as well as, between the individual member, area, regional, and world levels of NA service.
- C. Respond to all requests for information in a timely and effective manner and to see that such requests are handled at the appropriate level(s) of service in accordance with EEANA's Communication Plan (Article 30 page 21).
- D. Coordinate at least two workshops annually.
- E. Work in collaboration with the H&I Subcommittee as needed, including assisting with in-service presentations to those requesting H&I meetings.
- F. Approve the content and presentation of the East End Area website at [www.eastendarea.org](http://www.eastendarea.org) and the East End Area social media accounts adhering to the guidelines listed in Article 29: Area Website and Social Media.
- G. Monitor and maintain these accounts adhering to the guidelines listed in Article 29: Area Website and Social Media.
- H. Conduct themselves in a responsible manner in accordance with the Twelve Traditions of NA.
- I. Develop annual project plan and corresponding budget.
- J. Contact groups when a group has missed two consecutive ASC meetings to listen to the group's concerns and offer resources.

## **ARTICLE 22**

### **PR Participants**

This PR Subcommittee shall have two classes of participants: voting members and non-voting members.



## **22.1 Voting Participants**

Voting membership of this PR Subcommittee shall consist of:

- A. Group Service Representatives (GSRs) from the East End Area who have attended two of the last three PR Subcommittee meetings
- B. Any PR committee member who has attended two of the last three PR Subcommittee meetings

## **22.2 Non-Voting Participants**

The non-voting participants of the EEANA Public Relations Subcommittee shall be:

- A. The Public Relations Chairperson with the exception of a tie vote
- B. Any other NA member or subcommittee chair who is not specifically assigned voting rights

Any member of NA has the opportunity to gain awareness and have input to the PR operation and shall be a non-voting member of this committee. Non-voting participants may introduce motions and participate in discussion. Motions must be seconded by a voting member of the PR Subcommittee.

## **ARTICLE 23**

### **PR Trusted Servants**

The trusted servants of this PR Subcommittee shall be the PR Chairperson, PR Vice-Chairperson, and PR Secretary.

### **23.1 Elections**

- A. The PR Chairperson and PR Vice-Chairperson will be elected in accordance with EEANA Guidelines. See Section 5.2.
- B. The PR Secretary will be elected by the PR Subcommittee.
- C. The Trusted Servants term of commitment shall begin at the start of the first PR meeting following the ASC meeting at which they are elected.



## **23.2 Removal of PR Trusted Servants**

### **23.2.1 Non-Compliance**

A Trusted Servant will be removed from their position for non-compliance including but not limited to: attendance, loss of abstinence, and non-fulfillment of the duties of their position.

### **23.2.2 Resignations**

A Trusted Servant of this PR subcommittee may resign by providing notice to the PR subcommittee chairperson in advance of the upcoming PR subcommittee meeting.

## **ARTICLE 24**

### **PR Duties of Trusted Servants**

All EEANA PR subcommittee trusted servants are directly responsible to the EEANA ASC.

#### **24.1 PR Chairperson**

All EEANA level Trusted Servants are directly responsible to the groups they serve. For nomination, election, terms and eligibility, see section 5.2.





Qualifications:

- A. Two years continuous abstinence
- B. Willingness to give the time and resources necessary to serve
- C. One year of previous Public Relations experience and service
- D. Communication, public speaking and presentation skills
- E. A working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts of Narcotics Anonymous
- F. Ability to recruit, organize, motivate and direct the committee
- G. A working knowledge of these EEANA Service Guidelines
- H. Suggested attendance of EEANA P&A meetings
- I. Familiarity with the Tri-State Regional Public Information Guidelines
- J. Familiarity with NAWS Handbooks, including the “Public Relations Handbook” and “A Guide to Helpline Services” as well as the following service pamphlets: “An Introductory Guide to NA,” “An Introduction to NA Meetings,” “Information About NA,” “NA, A Resource in Your Community,” “NA Membership Survey” and “Social Media and Our Guiding Principles”
- K. An NA home group within EEANA and an NA sponsor
- L. Must have a thorough working knowledge of computer operations and access to a computer and the internet



Duties:

- A. To prepare a typed agenda for and preside over the monthly Subcommittee meeting at the time and place as scheduled in EEANA Guidelines
- B. To suggest, coordinate, organize, delegate, follow-up, and help generate enthusiasm for projects planned by the PR subcommittee
- C. To attend and give regular typed monthly reports to the ASC, on projects and other services handled by the subcommittee
- D. To maintain contact with area treasurer regarding Public Relations funds, validating all expenditures
- E. To attend and give regular typed monthly reports to the Tri-State Regional Public Relations Subcommittee
- F. To attend EEANA P&A meetings at the request of the P&A Subcommittee (To attend EEANA P&A meetings)
- G. To maintain Public Relations archives to be handed from chairperson to chairperson
- H. To initiate and maintain contact with other Public Relations Subcommittees at local, regional and world levels

**24.2 PR Vice Chairperson**

PR Vice Chairperson is a learning position and as such the incumbent is encouraged to run for the Chairperson position at the completion of their term. Nomination is automatic. For nomination, election, terms and eligibility, see section 5.2.



Qualifications:

- A. Two years continuous abstinence
- B. Willingness to give the time and resources necessary to serve
- C. Basic knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts of Narcotics Anonymous
- D. Previous Public Relations experience and service
- E. Basic knowledge of computer operations
- F. A working knowledge of these EEANA guidelines
- G. An NA home group within EEANA and an NA sponsor

Duties:

- A. To take an active part in the direction of the subcommittee, working closely with the PR Chairperson
- B. To assist the PR Chairperson with organizational duties
- C. To act as the PR Chairperson in absence of the chair
- D. Recommended attendance at all ASC meetings
- E. Must attend all PR Subcommittee meetings

### **24.3 PR Secretary**

Elected by a majority vote of PR subcommittee for a term of one year.

Qualifications:

- A. Suggested minimum of six months clean.
- B. Willingness to give the time and resources necessary to serve.
- C. Should have basic secretarial and organizational skills and access to a computer.
- D. Basic knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts of NA.
- E. An NA home group within EEANA and an NA sponsor.



Duties:

- A. Keep a complete record of every regular and special PR subcommittee meeting.
- B. Maintain minutes and submit a typed copy to the PR Chairperson no later than one week following each monthly PR subcommittee meeting.
- C. Keep accurate archives of all PR business that occurs during their term and make them available to any NA member upon request.
- D. Keep a continuing roster of attendance at each monthly subcommittee meeting.
- E. Assist in developing and maintaining all volunteer databases for use in PR efforts.
- F. Assist with any typing needed for correspondence used in PR efforts.
- G. Keep a record of all subcommittee members' names, addresses, phone numbers and email addresses.
- H. Maintain all necessary supplies needed for secretarial duties and submit receipts for said supplies.
- I. Must attend all PR Subcommittee meetings

#### **24.4 Technology Administrator**

Qualifications:

- A. Two years continuous abstinence.
- B. Willingness to give the time and resources necessary to maintain our EEANA online content.
- C. Basic knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts of Narcotics Anonymous.
- D. Strong computer skills.
- E. Preferred experience in Wordpress, Social Media, Google applications, and website administration tools.
- F. A working knowledge of these EEANA guidelines.
- G. An NA home group within EEANA and an NA sponsor.



Duties:

- A. Monitor and maintain all EEANA online content including but not limited to Eastendarea.org, EEANA Twitter account (@eastendarea), EEANA email account ([eastendarea@gmail.com](mailto:eastendarea@gmail.com)), all Google drive files, and Google ad campaigns.
- B. Become familiar and utilize the NAWS Handbooks, including the “Public Relations Handbook” as well as the following service pamphlets: “NA, A Resource in Your Community” and “Social Media and Our Guiding Principles.”
- C. Post current events and announcements to social media accounts after ASC meetings.
- D. Collaborate with PR Chairperson and ASC to develop annual project plan.
- E. Recommended attendance at all ASC meetings
- F. Must attend all PR Subcommittee meetings

## **ARTICLE 25**

### **Public Relations Presentation Volunteers**

Qualifications:

Participants will be selected by the Public Relations Committee using the following qualifications as a guide:

- A. One year of continuous abstinence
- B. Attendance of at least one Public Relations Workshop per year
- C. Attendance of at least two public speaking engagements or Public Relations presentations as an observer
- D. Working knowledge of the Twelve Steps and Twelve Traditions of Narcotics Anonymous
- E. Ability to follow established guidelines and adhere to the Public Relations presentation format



Duties:

- A. Make PR presentations as outlined by the PR subcommittee.
- B. Present a good image of recovery; be on time, dress appropriately, and avoid the use of obscenities during presentations.

**ARTICLE 26**

**Financial**

**PR Budget**

This PR Subcommittee will develop an annual project budget.

- A. This budget is for annual PR outreach events and strategies.
- B. This budget will include anticipated date of expenses. This budget will be funded by EEANA in accordance with EEANA Guidelines.
- C. Any funds requested in excess of the annual budget and project plan must be requested in the form of a written budget or estimate of proposed expenses.

This PR Subcommittee will have a set administrative budget amount of \$50/month.

- A. This budget is for estimated costs of doing ASC business including EEANA website web hosting and domain registration costs.

**ARTICLE 27**

**PR Amendment of Guidelines**

These guidelines may be amended with a two-thirds majority of PR subcommittee members then taken to P&A for review and approval at ASC.



## **ARTICLE 28**

### **PR Meetings**

All Public Relations Subcommittee meetings will meet at a designated time and place that will be announced at the EEANA ASC and listed on the EEANA website calendar.

A Special Meeting may be called by the PR chairperson. The purpose of the meeting shall be stated. No business other than that which is stated will be conducted.

## **ARTICLE 29**

### **EEANA Website and Social Media**

This PR Subcommittee will be responsible for maintaining the EEANA website and social media as directed the East End Area for the purpose of carrying the message of Narcotics Anonymous to those within the East End Area of Narcotics Anonymous, as well as those outside the area. This will be accomplished by providing general information about NA, as well as information on meetings, events, and the subcommittees of EEANA.

#### **29.1 Online Content**

- A. General information about NA
- B. The Uniform Resource Locator (URL) for the site is <http://www.eastendarea.org>
- C. Only links approved by the ASC can be featured on the EEANA website.
- D. Calendar of events, including subcommittee meetings, updated as needed
- E. A meeting list for home groups within the East End Area of Narcotics Anonymous, updated monthly within one week of the ASC meeting
- F. In the spirit of anonymity, only abbreviated names should be used.



## 29.2 Online Security

- A. The PR Chairperson and the Technology Administrator will be the only subcommittee members with access to any and all usernames and passwords associated with the website.
- B. All usernames and passwords will be given to the EEANA Chairperson.
- C. Passwords should be changed annually in December to coincide with the election of a new PR Chairperson.
- D. Links will be checked regularly for accuracy.

## 29.3 Online Administration

- A. The EEANA PR Subcommittee is responsible for the procurement of website domain registration, hosting, maintenance, and renewal.
- B. Costs for web hosting and domain registration will be the responsibility of the EEANA PR Subcommittee and included in the annual PR administrative budget. Costs for internet access by members are not included.
- C. EEANA ASC has financial responsibility to approve PR budget and any distribution of funds.

## ARTICLE 30

### EEANA Public Relations Communication Plan

It is essential that all members of EEANA know what procedures are to be followed when N.A. is contacted by a print or broadcast news entity. This plan will outline how such contacts are to be managed and should be widely distributed throughout the area. Any members receiving a request for information from a media contact should immediately call one of the following individuals:

#### Area Contacts:

PR Chair: \_\_\_\_\_  
PR Vice Chair: \_\_\_\_\_  
ASC Chair: \_\_\_\_\_





If the request involves any area outside EEANA, the TSRSCNA should be contacted:

Regional Contacts:

TSRSC PR Chair: \_\_\_\_\_

TSRSC PR Vice Chair: \_\_\_\_\_

TSRSC Chair: \_\_\_\_\_

If the action involves national or international agencies or media, proceed as follows:

Call NAWS (818-780-3951) and talk with the Public Relations Department.

## **ARTICLE 31**

### **NAME**

#### **Hospitals and Institutions Subcommittee**

## **ARTICLE 32**

### **H&I Purpose**

The purpose of the Hospitals and Institutions Subcommittee of the EEANA Area is to:

1. Provide an introduction to the NA Fellowship to addicts in hospitals, institutions, jails, and other facilities with limited access to outside meetings.
2. Provide, along with Public Relations Subcommittee, information about the NA fellowship to professionals at hospitals, institutions, jails, and other facilities and how we can provide meetings in their facilities.
3. Educate and train NA members to provide H&I services.



## **ARTICLE 33**

### **H&I Functions and Responsibilities**

This H&I Subcommittee will:

- A. Be directly responsible to EEANA.
- B. Open and maintain lines of communication between NA and hospitals, institutions, jails, and other facilities.
- C. Respond to all requests for H&I meetings in a timely and effective manner.
- D. Coordinate at least two workshops annually.
- E. Assist with in-service presentations to those requesting H&I meetings.
- F. Keep in mind that members are representatives of Narcotics Anonymous and should conduct themselves in a responsible manner.
- G. Maintain ongoing communication with facilities where we are providing meetings.
- H. Develop annual project plan and associated budget.

## **ARTICLE 34**

### **H&I Participants**

This H&I Subcommittee shall have two classes of participants: voting and non-voting.

#### **34.1 Voting Participants**

Voting membership of this H&I Subcommittee shall consist of:

- A. Group Service Representatives (GSRs) from the East End Area who have attended two of the last three H&I Subcommittee meetings
- B. Any H&I committee member who has attended two of the last three H&I Subcommittee meetings



### **34.2 Non-Voting Participants**

The non-voting participants of the EEANA Hospitals and Institutions Subcommittee shall be:

- A. The Hospital and Institutions Chairperson with the exception of a tie vote
- B. Any other NA member or Subcommittee Chair who is not specifically assigned voting rights

Any member of NA has the opportunity to gain awareness and have input to the H&I operation and shall be a non-voting member of this committee. Non-voting participants may introduce motions and participate in discussion. Motions must be seconded by a voting member of the H&I Subcommittee.

## **ARTICLE 35**

### **H&I Trusted Servants**

The trusted servants of this H&I Subcommittee will be defined as H&I Chairperson, H&I Vice-Chairperson, H&I Secretary, H&I Panel Coordinators, and H&I Literature Coordinator.

### **35.1 Elections**

- A. The H&I Chairperson and H&I Vice-Chairperson will be elected in accordance with EEANA Guidelines. See Section 5.2.
- B. The H&I Secretary, H&I Panel Coordinators, and H&I Literature Coordinator will be elected by the H&I Subcommittee.
- C. The Trusted Servants term of commitment shall begin at the start of the first H&I meeting following the ASC meeting at which they are elected.

### **35.2 Removal of H&I Trusted Servants**

#### **35.2.1 Non-Compliance**

A Trusted Servant will be removed from their position for non-compliance including but not limited to: attendance, loss of abstinence, and non-fulfillment of the duties of their position.



### **35.2.2 Resignation**

A Trusted Servant of this H&I Subcommittee may resign by providing notice to the H&I Subcommittee Chairperson in advance of the upcoming H&I Subcommittee meeting.

## **ARTICLE 36**

### **H&I Duties of Trusted Servants**

All EEANA H&I Subcommittee Trusted Servants are directly responsible to the EEANA ASC.

#### **36.1 H&I Chairperson**

All EEANA level Trusted Servants are directly responsible to the groups they serve. For nomination, election, terms and eligibility, see section 5.2.

Qualifications:

- A. Two years continuous abstinence
- B. Willingness to give the time and resources necessary to serve
- C. One year of previous H&I experience and service
- D. A working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts of Narcotics Anonymous
- E. Ability to organize and give the committee direction and incentive
- F. A working knowledge of these EEANA Service Guidelines
- G. Familiarity with the Tri-State Regional Hospitals and Institutions Guidelines
- H. Familiarity with NAWS Handbooks, including “A Guide to Hospitals and Institutions,” the “Public Relations Handbook” and “A Guide to Helpline Services”
- I. An NA home group within EEANA and an NA sponsor.



Duties:

- A. Prepare a typed agenda for and preside over the monthly H&I subcommittee meeting.
- B. Suggest, coordinate, organize, delegate, follow up, and help generate enthusiasm for the Hospitals & Institutions subcommittee.
- C. Attend and give regular typed monthly reports to the ASC, on projects and other services handled by the subcommittee.
- D. Maintain contact with Area treasurer regarding Hospitals and Institutions funds, validating all expenditures.
- E. Attend and give regular typed monthly reports to the Tri-State Regional Hospitals and Institutions Subcommittee.
- F. Suggested attendance at EEANA P&A meetings
- G. Maintain Hospitals and Institutions archives to be handed from chairperson to chairperson.
- H. Initiate and maintain contact with other Hospitals and Institutions Subcommittees at local, regional and world levels.
- I. Develop and coordinate H&I Workshops.
- J. Communicate with the management of facilities where we hold meetings regarding policy matters, in coordination with PR when necessary.
- K. Develop through discussion within the committee, the annual budget and project plan.
- L. Approved purchaser on EEANA TRSO account
- M. Facilitate two annual H&I Workshops.

### **36.2 H&I Vice-Chairperson**

H&I Vice Chairperson is a learning position and as such the incumbent is encouraged to run for the Chairperson position at the completion of their term. Nomination is automatic. For nomination, election, terms and eligibility, see section 5.2.



Qualifications:

- A. Two years continuous abstinence
- B. Willingness to give the time and resources necessary to serve
- C. Basic knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts of Narcotics Anonymous
- D. Previous Hospitals and Institutions, or other subcommittee, experience and service
- E. A working knowledge of these EEANA guidelines
- F. An NA home group within EEANA and an NA sponsor

Duties:

- A. Take an active part in the direction of the subcommittee, working closely with the H&I Chairperson.
- B. Assist the H&I Chairperson with organizational duties.
- C. Act as the H&I Chairperson in absence of the chair.
- D. Recommended attendance at all ASC meetings
- E. Must attend all H&I subcommittee meetings.
- F. May, at any time, visit any meeting at any facility for a purpose beneficial to H&I including offering assistance to panel participants
- G. Works with the Panel Coordinators to ensure NA members are placed as Panel Leaders.
- H. Approved purchaser on EEANA TSRSO account
- I. Facilitate two annual H&I Workshops.

**36.3 H&I Secretary**

Elected by a majority vote of the H&I subcommittee for a term of one year



Qualifications:

- A. Suggested minimum of six months clean
- B. Willingness to give the time and resources necessary to serve
- C. Should have basic secretarial and organizational skills, including access to a computer
- D. Basic knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts of NA
- E. An NA home group within EEANA and an NA sponsor
- F. Attend an H&I Workshop within the last twelve months.

Duties:

- A. Maintain a complete record of every regular and special subcommittee meeting.
- B. Maintain minutes and submit a typewritten copy to the Chairperson no later than one week following each monthly subcommittee meeting.
- C. Keep accurate archives of all H&I business that occurs during their term and make them available to any NA member upon request.
- D. Maintain a continuing roster of attendance at each monthly subcommittee meeting.
- E. Assist in developing and maintaining all volunteer databases for use in H&I efforts.
- F. Assist with any typing needed for correspondence used in H&I efforts.
- G. Maintain a record of all subcommittee members' names, addresses, phone numbers and email addresses.
- H. Keep a record of all facility contacts, addresses, phone numbers and email addresses.
- I. Maintain all necessary supplies needed for secretarial duties and submit receipts for said supplies.
- J. Attend an H&I Workshop within the last twelve months.



### **36.4 H&I Panel Coordinator**

Elected by a majority vote of the H&I subcommittee for a term of one year

Qualifications:

- A. One year continuous abstinence
- B. Willingness to give the time and resources necessary to serve
- C. Previous Hospitals and Institutions experience and service
- D. A working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts of Narcotics Anonymous
- E. An NA home group within EEANA and an NA sponsor
- F. Attend an H&I Workshop within the last twelve months.

Duties:

- A. Attend monthly H&I Subcommittee meetings.
- B. Provide a written report to the subcommittee meeting that includes at least the following: Panel Leaders' names, literature needs, information from the facility.
- C. Contact with Panel Leaders to ensure success of the meeting.
- D. Maintain contact with the facility contact person at least quarterly.
- E. Create a literature order based on information provided by Panel Leaders or personal count of on-hand literature.
- F. Ensure that literature order is brought to the meeting for the next meeting.
- G. Have a Panel Leader attend the subcommittee meeting in your absence (this will still count as an absence unless a vote is taken to excuse the absence).
- H. Attend annual H&I Workshop.





### **36.5 H&I Panel Leaders**

#### Qualifications:

- A. One year continuous abstinence
- B. Willingness to give the time and resources necessary to serve
- C. Previous Hospitals and Institutions experience and service
- D. A working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts of Narcotics Anonymous
- E. An NA home group and an NA sponsor
- F. Attend an H&I Workshop within the last twelve months.

#### Duties:

- A. Get qualified NA Speakers (clear NA message, NA sponsor, NA home group).
- B. Review “H&I Dos and Don’ts” with Panel Member.
- C. Arrive at facility at least 10 minutes early to get the literature and prepare the meeting space.
- D. Ensure that the meeting starts and ends on time.
- E. Facilitate the meeting by following the provided format.
- F. Clean up the meeting space and put the literature away.
- G. Report any problems or literature needs to Panel Coordinator.
- H. Attend annual H&I Workshop.

### **36.6 H&I Panel Members**

#### Qualifications:

- A. Six months continuous abstinence
- B. Willingness to give the time and resources necessary to serve
- C. Ability to share a clear NA message
- D. An NA home group and an NA sponsor
- E. Familiar with “H&I Dos and Don’ts”



Duties:

- A. Arrive at facility at least 10 minutes early.
- B. Follow directions of the Panel Leader.
- C. Adhere to the rules of the facility.
- D. Share an introduction to the NA Program.

### **36.7 H&I Co-Panel Leader**

Qualifications:

- A. Ninety days continuous abstinence
- B. Willingness to serve

Duties:

- A. Assist H&I Panel Leader in facilitating meetings.
- B. Attend an H&I Workshop within the last twelve months.

### **36.8 H&I Literature Coordinator**

Elected by a majority vote of the H&I subcommittee for a term of one year

Qualifications:

- A. Suggested minimum of six months clean
- B. Willingness to give the time and resources necessary to serve
- C. Basic knowledge of the Twelve Steps, Twelve Traditions and Twelve Concepts of NA
- D. An NA home group within EEANA and an NA sponsor
- E. Attended an H&I Workshop within the last twelve months



Duties:

- A. Fill literature orders for Panel Coordinators.
- B. Maintain the Literature Accountability Sheet.
- C. Make a report to the Subcommittee meetings on literature distributed.
- D. Review distribution records with the H&I Chair to ensure that literature requests are prudent and within budget.
- E. Prepare and make the Literature Order.
- F. Approved purchaser on EEANA TRSO account
- G. Attend annual H&I Workshop.

**36.9 H&I Literature Assistant**

Qualifications:

- A. One day clean
- B. Willingness to serve

Duties:

- A. Stamp Literature
- B. Count Literature
- C. Assist the Literature Coordinator



## **ARTICLE 37**

### **Financial**

#### **H&I Budget**

This H&I Subcommittee will develop an annual project budget.

- A. This budget is for annual H&I outreach strategies added to EEANA project plan.
- B. This budget will include anticipated date of expenses.
- C. This budget will be funded by EEANA in accordance with EEANA Guidelines.
- D. Any funds requested in excess of the annual budget and project plan must be requested in the form of a written budget or estimate of proposed expenses.

This H&I Subcommittee will have a set administrative budget amount of \$200/month.

- A. This budget is for estimated costs of doing ASC business including purchasing H&I toolkits, etc.

## **ARTICLE 38**

### **H&I Amendment of Guidelines**

These guidelines may be amended with a two-thirds majority of H&I subcommittee members then taken to P&A for review and approval at ASC.

## **ARTICLE 39**

### **H&I Meetings**

All Hospitals and Institutions Subcommittee meetings will meet at a designated time and place that will be announced at the EEANA ASC and listed on the EEANA website calendar.

A Special Meeting may be called by the H&I chairperson. The purpose of the meeting shall be stated. No business other than that which is stated will be conducted.



**ARTICLE 40**

**NAME**

**Learning Day Ad-Hoc Subcommittee**

**ARTICLE 41**

**Learning Day Ad-Hoc Subcommittee Purpose**

To plan and coordinate Learning Days on behalf of EEANA. Learning Days should be held in **September**.



## **ARTICLE 42**

### **Learning Day Ad-Hoc Subcommittee Functions and Responsibilities**

The Learning Day Ad-Hoc Committee will:

- A. Be directly responsible to EEANA, its groups, and its members.
- B. Have regularly scheduled meetings open to the fellowship.
- C. Create and facilitate workshops to meet the needs of EEANA groups and other groups in the Tri-State Region.
- D. Develop workshop topics that reflect EEANA's philosophy.
- E. Utilize technology whenever possible; i.e. teleconferencing, presentations, etc.
- F. Promote the event within EEANA and the Tri-State Region, utilizing technology when appropriate; i.e. social media, mass email, etc.
- G. Chose appropriate format for workshops; i.e. moderated panel/speakers, power panel, rap session, presentation, interactive, etc.
- H. Choose chair people/moderators with facilitation skills.
- I. Choose speakers with service experience related to the topic.
- J. Create positions as needed, i.e. food, technology, etc.
- K. Choose from group submitted locations.
- L. Create agenda for the event.
- M. Make decisions based on allocated budget.
- N. Maintain a supply of literature for Learning Days including: 1 Basic Text, 1 It Works How and Why, 1 Step Working Guide, and 1 Living Clean book, for sale at cost, as well as: 5 of each IP, whitebooks and meeting lists to be given away.

## **ARTICLE 43**

### **Learning Day Ad-hoc Subcommittee Participants**

The Learning Day Ad-Hoc subcommittee is open to all NA Members.



### **43.1 Learning Day Ad-Hoc Subcommittee Voting Participants**

Voting procedures for each Ad-Hoc Learning Day shall be determined by the subcommittee membership by the third meeting.

## **ARTICLE 44**

### **Learning Day Ad-Hoc Subcommittee Trusted Servants**

The Learning Day Ad-Hoc Chairperson is appointed by the ASC Chairperson.

An Ad-Hoc Chair is appointed in March.

Additional committee members are appointed and/or solicited as needed.

## **ARTICLE 45**

### **Learning Day Ad-Hoc Subcommittee Duties of Trusted Servants**

All EEANA Learning Day Ad-Hoc Subcommittee Trusted Servants are directly responsible to the EEANA ASC.

### **45.1 Learning Day Ad-Hoc Subcommittee Appointed Chairperson**

Qualifications:

- A. Two years continuous abstinence
- B. Willingness to give the time and resources necessary to serve
- C. Previous ASC or Event experience and service
- D. A working knowledge of the Twelve Steps, Twelve Traditions, and Twelve Concepts of Narcotics Anonymous
- E. A working knowledge of these EEANA Guidelines
- F. An EEANA home group and an NA sponsor



Duties:

- A. Single point of accountability for the functions of the Ad-Hoc Committee
- B. Establish regular meeting times, days, and locations.
- C. Ensure that Learning Day meeting times are announced.
- D. Facilitate the meeting.
- E. Provide monthly written report at the ASC.

**ARTICLE 46**

**Financial**

**Learning Day Ad-Hoc Subcommittee Budget**

- A. Each Learning Day Ad-Hoc Subcommittee will develop a proposed budget.
- B. The budget amount for each Learning Day Ad-hoc subcommittee is \$450 per learning day.
- C. The suggested breakdown is \$200 for facility, \$150 for food, and \$100 for literature and miscellaneous.
- D. Proposed budgets are due in June for the September Learning Day.
- E. Proposed budgets must be approved by the ASC.

**ARTICLE 47**

**Learning Day Ad-Hoc Subcommittee Amendment of Guidelines**

These guidelines may be amended with a two-thirds majority of Learning Day Ad-Hoc subcommittee members then taken to P&A for review and approval at ASC.

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