

H&I Subcommittee Motions June 2020:

MOTION #1: Addition of Article XVI titled “Contingency Plan” to SHASCNA H&I Policy

INTENT: Due to the recent events that transpired related to COVID-19, it is necessary to include the plan that we as a subcommittee followed during this time in the event that something of this nature should ever happen again. Like the rest of the world, our H&I commitments came to a sudden halt without notice and we needed to act quickly regarding communication between facilities and the subcommittee. In addition, this contingency plan covers other scenarios that have occurred, however have not never been addressed or encompassed within our policy.

PROPOSED ADDITION:

ARTICLE XVI

CONTINGENCY PLAN

The following section outlines a contingency plan for the specific scenarios:

A. VACANCY OF BOTH CHAIRPERSON AND VICE CHAIRPERSON

In the event that both the Chairperson and Vice Chairperson positions become vacant either mid-term or at the beginning of a new term (July of each year), it becomes the responsibility of the SHASCNA Trusted Servant committee to assume the responsibilities of the Chairperson and Vice Chairperson. The SHASCNA Trusted Servants will step in and continue to follow the H&I guidelines as outlined in this policy to maintain the purpose of H&I as outlined in Article II.

B. UNFORESEEN CIRCUMSTANCES BY OUTSIDE ENTITIES

The following outlines a plan that should be adhered to in the event that unforeseen circumstances occur beyond the control of Narcotics Anonymous and/or the SHASCNA H&I subcommittee. These circumstances include but are not limited to the following:

1. Situations where facilities are temporarily shut down or meetings are suspended by outside entities
2. Outside events that prevent the ability for SHASCNA H&I to continue to carry the message inside facilities.

The Chairperson and Vice Chairperson will work together on the following:

1. Ensure all facilities are contacted and the status of that facility is received.
2. Remain in contact with the facilities regarding status changes or updates.
3. Contact all Panel Coordinators to ensure that Panel Leaders are made aware of the changes that have occurred within that facility.
4. Remain in contact with Panel Coordinators and Panel Leaders regarding status changes or updates.
5. Continue to maintain the channels of communication among SHASCNA by means of the GSR report and/or both the H&I Subcommittee Meeting and SHASCNA Area Service Meeting.

6. Ensure that the SHASCNA H&I committee continues to exist with the mentality of “business as usual” which includes the monthly meeting as well as all guidelines outlined in this policy.

C. REGULARLY SCHEDULED MEETING CANNOT BE MADE IN A FACILITY

In the event that a Panel Leader cannot make their monthly commitment, the following plan will be adhered to ensure the meeting is met:

1. Contact any and/or all other panel leaders to see if that individual can cover the commitment.
2. Contact the Panel Coordinator for assistance in finding coverage.
3. Contact the Vice Chairperson of H&I for assistance in finding coverage.
4. Contact the Chairperson of H&I for assistance in finding coverage.
5. If all else fails, it is the Panel Leader’s responsibility to contact the facility and inform them that we will not be making the commitment.

The reputation of H&I in facilities is at stake when we are irresponsible. We cannot carry the message of we are no longer welcome at the facility.

MOTION #2: Addition of Article XVII titled “Annual H&I Labor Day Picnic” to SHASCNA H&I Policy

INTENT: To encompass into policy the general guidelines that apply to the planning and organization of the Annual Picnic.

PROPOSED ADDITION:

ARTICLE XVII

ANNUAL H&I LABOR DAY PICNIC

The annual H&I Labor Day Picnic was started in 2019 to promote unity of the area and to encourage involvement with H&I. It is up to the subcommittee’s discretion at the time regarding a schedule of events for the picnic. All information regarding planning and organization of the picnic is archived in that calendar years documentation. This documentation should be used as suggestions for that year. The following items act as guidelines and responsibilities:

1. The picnic occurs on Labor Day (Monday) of that calendar year.
2. The Chairperson and Vice Chairperson are responsible for organization and planning of the picnic which includes but is not limited to:
 - a. Maintaining a balanced budget for the event
 - b. Ensuring location that is selected is large enough to accommodate everyone in attendance.
 - c. Ensuring location is reserved several months ahead of time to ensure timing and proper planning.

- d. Ensuring the event is announced at least 2 months in advance via the GSR report and by means of a flyer if necessary.
3. The H&I Subcommittee collectively decides on formatting; however, the picnic includes at least one workshop and a speaker(s)/meeting format(s).

MOTION #3: Update the policy regarding H&I membership to include all trusted servants of the H&I subcommittee.

INTENT: To update the policy for clarity and inclusion of all H&I trusted servants.

CURRENTLY READS:

ARTICLE VI

H&I MEMBERSHIP

Any member of Narcotics Anonymous may be a member of the subcommittee: Membership of this committee should be defined, but not restricted to: Chairperson, Vice Chairperson, Secretary, Panel Coordinators, Panel Leaders, Panel Members, and concerned members of the fellowship.

PROPOSED CHANGES AS HIGHLIGHTED:

Any member of Narcotics Anonymous may be a member of the subcommittee: Membership of this committee should be defined, but not restricted to: Chairperson, Vice Chairperson, Literature Chair, Vice Literature Chair, Secretary, Vice Secretary, Panel Coordinators, Panel Leaders, Panel Members, and concerned members of the fellowship.

MOTION #4: Update the policy regarding H&I meetings in the event that an in-person meeting cannot be held due to extenuating circumstances beyond the control of Narcotics Anonymous.

INTENT: To ensure that monthly business meetings can still go on as planned.

CURRENTLY READS:

ARTICLE VII

H&I BUSINESS MEETING

SHASCNA H&I subcommittee will meet regularly prior to the monthly SHASCNA Area meeting. No H&I business meeting shall last more than one-and-one-half hours, except by vote to extend this time limit by the members present.

PROPOSED CHANGES AS HIGHLIGHTED:

SHASCNA H&I subcommittee will meet regularly prior to the monthly SHASCNA Area meeting. No H&I business meeting shall last more than one-and-one-half hours, except by vote to extend this time limit by the members present.

In the event where an in person meeting cannot be held due to extenuating circumstances beyond the control of Narcotics Anonymous and/or the regular meeting location becomes unavailable, SHASCNA H&I subcommittee meetings can be held at an alternate location which can include but is not limited to, another church or local building, an outdoor location such as a public park or a cloud platform that supports video and audio communication. It is the H&I Chair's responsibility to ensure that in these situations to secure an alternative location. If a cloud platform is to be utilized the H&I Chair is to ensure the meeting is set up and made available to all members of H&I including all members of Narcotics Anonymous. All changes to the regular meeting location must announced via the GSR report.

MOTION #5: Update the policy regarding Chairperson qualifications and responsibilities.

INTENT: To ensure the policy reflects all responsibilities.

CURRENTLY READS:

ARTICLE XII

QUALIFICATIONS AND DUTIES

CHAIRPERSON

Elected by majority vote of GSR's at the ASC for a one-year term, in accordance with and accountable to SHASCNA policy.

A. QUALIFICATIONS:

1. Minimum of three years continuous abstinence.
2. One-year previous involvement in H & I.
3. A working knowledge of the 12, 12, & 12 of NA.
4. A working knowledge of SHASCNA Guidelines and Policy.
5. The ability to organize and serve the committee.
6. Willingness to give the time and resources necessary to conduct the business of the SHASCNA H & I subcommittee.

B. DUTIES:

1. Coordinate all SHASCNA H & I subcommittee business.
2. Prepares the monthly subcommittee agenda, bringing before the subcommittee matters, they should act upon.
3. To make regular monthly reports in accordance with SHASCNA guidelines to SHASCNA on the status of area H & I meetings, regional H & I business meeting and any other responsibilities of this H & I subcommittee.
4. To rigorously maintain H & I subcommittee archives that are to be given to the next H & I Chairperson.
5. To establish and maintain contact between this H & I subcommittee and other H & I subcommittees on an Area, Regional, and World level.
6. To attend all Regional H & I subcommittee meetings or to send an executive committee member in his/her place.
7. Handles all public relations involving policy matters that pertain to SHASCNA H & I.
8. Assures that H & I volunteer lists are utilized by Vice Chair and Panel Coordinators for the purpose of a functioning Panel System.
9. Attends at least one PR workshop a year.

SHASCNA H & I Chair will send a list of new people to the TRSO in July or when they change, who are authorized to sign vouchers at the office.

PROPOSED CHANGES AS HIGHLIGHTED:

CHAIRPERSON

Elected by majority vote of GSR's at the ASC for a one-year term, in accordance with and accountable to SHASCNA policy.

A. QUALIFICATIONS:

1. Minimum of three years continuous abstinence.
2. One-year previous involvement in H&I.
3. A working knowledge of the 12, 12, & 12 of NA.
4. A working knowledge of SHASCNA Guidelines and Policy.
5. The ability to organize and serve the committee.
6. Willingness to give the time and resources necessary to conduct the business of the SHASCNA H&I subcommittee.
7. The ability to be a strong leader without bias.
8. The ability to have transparency and good communication skills.

B. DUTIES:

1. Coordinate all SHASCNA H&I subcommittee business.
 2. Prepares the monthly subcommittee agenda, bringing before the subcommittee matters, they should act upon.
 3. To make regular monthly reports in accordance with SHASCNA guidelines to SHASCNA on the status of area H&I meetings, regional H&I business meeting and any other responsibilities of this H&I subcommittee.
 4. To rigorously maintain H&I subcommittee archives that are to be given to the next H&I Chairperson.
 5. To establish and maintain contact between this H&I subcommittee and other H&I subcommittees on an Area, Regional, and World level.
 6. To attend all Regional H&I subcommittee meetings or to send an executive committee member in his/her place.
 7. Handles all public relations involving policy matters that pertain to SHASCNA H&I.
 8. Assures that H&I volunteer lists are utilized by Vice Chair and Panel Coordinators for the purpose of a functioning Panel System.
 9. Attends at least one PR workshop a year.
 10. In the event of extenuating circumstances outside of the control of Narcotics Anonymous, ensure that SHASCNA H&I continues to exist and continues with the mentality of "business as usual".
 11. Be the primary authorized purchaser on the SHASCNA account at the TRSO office and responsibly authorize the Literature Chair and Vice Literature Chair as secondary purchasers.
 12. Acts as Panel Coordinator for facilities in the vacancy of a Panel Coordinator.
 13. Ensure the monthly budget is managed responsibly.
 14. Organization and planning of the Annual H&I Labor Day Picnic.
 15. Step in and handle any issues that should arise regarding a facility with the facility's primary contact when the Panel Coordinator is unable to do so.
 16. Conduct a minimum of (4) workshops annually.
 17. Maintain the lines of communication between all members of the H&I Trusted Servant Committee, the H&I subcommittee, and all members of SHASCNA in general.
 18. With the Vice Chairperson, adhere to the H&I Handbook as it relates to conducting H&I Presentations with new facilities that are interested in bringing H&I meetings into their facilities.
-

MOTION #6: Update the policy regarding Vice Chairperson qualifications and responsibilities.

INTENT: To ensure the policy reflects all responsibilities.

CURRENTLY READS:

ARTICLE XII

QUALIFICATIONS AND DUTIES

VICE CHAIRPERSON

Elected by majority vote of GSR's at the ASC for a one-year term, in accordance with and accountable to SHASCNA policy.

A. QUALIFICATIONS:

1. Minimum of two-year continuous abstinence.
2. Willingness to give the time and resources necessary.
3. A working knowledge of the 12, 12, & 12 of NA.
4. A working knowledge of SHASCNA guidelines & policy.
5. One-year previous H&I experience.

B. DUTIES:

1. To work closely with the H&I Chairperson and assist the H&I subcommittee in any way possible.
2. In the absence of the H&I Chairperson will chair the H&I subcommittee meetings.
3. In the event of the inability of the H&I Chairperson, will receive an automatic nomination for H&I Chairperson in accordance with SHASCNA guidelines.
4. Coordinates and works with Panel Coordinator as a Lead Panel Coordinator to assure that H&I volunteers are placed as Panel Members or rotation of Panel Members.
5. Keeps an updated list of all NA members willing and eligible to be Panel Members.
6. Assist the H&I Chairperson to get literature for Panel Coordinators or meetings.
7. Suggested attendance at the Regional H&I business meeting and SHASCNA meeting.
8. Shall provide all current H&I volunteer lists to all Panel Coordinator and enough copies for all their Panel Leaders.

PROPOSED CHANGES AS HIGHLIGHTED:

VICE CHAIRPERSON

Elected by majority vote of GSR's at the ASC for a one-year term, in accordance with and accountable to SHASCNA policy.

A. QUALIFICATIONS:

1. Minimum of two-year continuous abstinence.
2. Willingness to give the time and resources necessary.
3. A working knowledge of the 12, 12, & 12 of NA.
4. A working knowledge of SHASCNA guidelines & policy.
5. One-year previous H&I experience.
6. Willingness to give the time and resources necessary to conduct the business of the SHASCNA H&I subcommittee.
7. The ability to be a strong leader without bias.
8. The ability to have transparency and good communication skills.

B. DUTIES:

1. To work closely with the H&I Chairperson and assist the H&I subcommittee in any way possible.
2. In the absence of the H&I Chairperson will chair the H&I subcommittee meetings.
3. In the event of the inability of the H&I Chairperson, will receive an automatic nomination for H&I Chairperson in accordance with SHASCNA guidelines.
4. Coordinates and works with Panel Coordinator as a Lead Panel Coordinator to assure that H&I volunteers are placed as Panel Members or rotation of Panel Members.
5. Keeps an updated list of all NA members willing and eligible to be Panel Members.
6. Suggested attendance at the Regional H&I business meeting and SHASCNA meeting.
7. Shall provide all current H&I volunteer lists to all Panel Coordinator and enough copies for all their Panel Leaders.
8. If the Chairperson position ever becomes vacant, will be designated as "Acting Chair" and be responsible for all duties listed under Chairperson.
9. Ensure the monthly budget is managed responsibly.
10. Organization and planning of the Annual H&I Labor Day Picnic.
11. Ensure the GSR report and SHASCNA is always updated with the most current open positions and announcements within H&I.
12. Maintain the lines of communication between all members of the H&I Trusted Servant Committee, the H&I subcommittee, and all members of SHASCNA in general.
13. With the Chairperson, adhere to the H&I Handbook as it relates to conducting H&I Presentations with new facilities that are interested in bringing H&I meetings into their facilities.

MOTION #7: Update the policy regarding Panel Coordinator qualifications and responsibilities.

INTENT: To ensure the policy reflects all responsibilities.

CURRENTLY READS:

ARTICLE XII

QUALIFICATIONS AND DUTIES

PANEL COORDINATOR

Elected by majority vote of this H&I subcommittee for a one-year term.

A. QUALIFICATIONS

1. Minimum of one-year continuous abstinence.
2. Six months previous involvement in H&I.
3. Willingness to give the time and resources necessary.
4. Willingness and desire to serve.
5. A working knowledge of the 12 & 12.

B. DUTIES:

1. Shall keep in close contact and work with SHASCNA H&I elected Trusted Servants and the Panel Leaders of the facility for which he/she is the coordinator.

2. Instructs the Panel Leaders in the facilities requirements, regulations and general rules covering the H&I meeting.
3. Shall make sure that panels are filled for scheduled meetings, in cooperation with the H&I Vice Chair, in the facility for which he/she is the Panel Coordinator and that meetings go on as scheduled.
4. Acts as a liaison between the SHASCNA H&I subcommittee and the facility.
5. Maintains literature supply.
6. Should make an effort for a suggested replacement for Panel Coordinator near the end of his/her commitment.

PROPOSED CHANGES AS HIGHLIGHTED:

PANEL COORDINATOR

Elected by majority vote of this H&I subcommittee for a one-year term.

A. QUALIFICATIONS

1. Minimum of one-year continuous abstinence.
2. Six months previous involvement in H&I.
3. Willingness to give the time and resources necessary.
4. Willingness and desire to serve.
5. A working knowledge of the 12 & 12.

B. DUTIES:

1. Shall keep in close contact and work with SHASCNA H&I elected Trusted Servants and the Panel Leaders of the facility for which he/she is the coordinator.
 2. Instructs the Panel Leaders in the facilities requirements, regulations and general rules covering the H&I meeting.
 3. Shall make sure that panels are filled for scheduled meetings, in cooperation with the H&I Vice Chair, in the facility for which he/she is the Panel Coordinator and that meetings go on as scheduled.
 4. Acts as a liaison between the SHASCNA H&I subcommittee and the facility.
 5. Maintains literature supply.
 6. Should make an effort for a suggested replacement for Panel Coordinator near the end of his/her commitment.
 7. Responsible for covering a meeting in the event that the Panel Leader cannot or in the event of a vacancy.
-