

**ALCOHOLICS ANONYMOUS
ANTELOPE VALLEY AREA INSTITUTIONAL COMMITTEE
(AVAIC)**

By-Laws

1 Guidelines

1.1.

The Antelope Valley Area Institutional Committee (AVAIC)

The Antelope Valley Area Institutional Committee (AVAIC) is a volunteer group from the fellowship of Alcoholics Anonymous (AA), in existence for the express purpose of carrying the AA message to men and women alcoholics who are confined in institutions, correctional institutions, and hospitals. To be effectively helpful to the inmates and patients, AVAIC must, necessarily, be governed by the individual rules of the institutions served and further impose certain minimum standards upon ourselves. The AVAIC shall be autonomous but will maintain effective liaison and cooperation with the Southern California Inter-Group of Institutional Committees. We operate under the guidance of the AA 12 Traditions.

1.2.

Membership

Membership shall be composed solely of AA members.

1.3.

Regular Business Meetings

Regular Business Meetings are held once a month on the second Sunday at a time and location agreed upon by the AVAIC. *Depending on circumstances meet on a quarterly basis.*

1.4.

Minimum Attendance Requirements for Officers, Panel Coordinators and Panel Leaders

Officers, Panel Coordinators and Panel Leaders ought to attend at least eight (8) of twelve (12) business meetings and not miss two (2) consecutive business meetings during his/her term of office. *Meeting on a quarterly basis Panel Leaders ought to attend at least 3 out of 4 business meetings and not miss 2 consecutive business*

meetings. Panel Leaders may not miss, or fail to have covered, more than two (2) consecutive panels.

Failure to adhere to these requirements will be grounds for removal from the position held.

1.5.

Eligible Voters

Eligible Voters are members who have attended at least eight (8) of the last twelve business meetings from November through October. *Meeting on a quarterly basis Eligible Voters are members who have attended at least 3 out of 4 business meetings and have not miss 2 consecutive business meetings.*

1.6.

Amendments to these Guidelines

Amendments to these Guidelines may be made by a two-thirds (2/3) majority of members present.

1.7.

Service Limits

No individual may be elected to serve consecutive terms in the same Board office, except treasurer, or hold more than one office. However, an officer may concurrently serve as a Panel Coordinator.

1.8.

Elected Officers

Elected Officers shall include the Director, Co-Director, Treasurer, Co-Treasurer, Secretary, Literature Person and By-Laws Chairman. These officers shall be elected by a majority vote of the Eligible voters (see section 1.5), with nominations occurring at the October and November business meetings and the elections at the December business meeting. When meeting on a quarterly basis Nominations will occur on the 3rd quarter with voting for new positions taking place in the 4th quarter. Newly elected officers will begin in the new year on the 1st quarter.

The term of office commences the January 1st following the election for duration of one (1) year, with the exception of Treasurer/Co-Treasurer. The individuals must be present for nomination.

A minimum of two (2) individuals are to be nominated for each position. In case of more than two (2) nominations for any office, a second run-off ballot shall be taken of the two (2) individuals receiving the most votes.

~~Each officer is required to have at least one panel a month.~~

Each officer is preferred to have a least one panel a month.

To be eligible for nominations and to hold office, an individual must have attended eight (8) of the twelve (12) business meetings proceeding the nomination meeting.

Meeting on a quarterly basis to be eligible for nominations and to hold office, an individual must have attended 3 out of 4 quarterly business meetings proceeding the nomination meeting.

1.9.

Appointed Officers

Appointed Officers shall include the Intergroup Representative, Registrar, Panel Coordinators, Cake Person, AVCO Intergroup, AV Round Up, and Webmaster who shall be appointed by the Director for the same term of office held by the Elected Officers.

1.10.

Service Board

Service Board of Officers shall consist of the elected and appointed officers and is empowered to pay incidental expenses without a vote of the AVAIC.

2 **Qualifications and Duties:**

2.1.

Director

Director shall have a minimum of three (3) years uninterrupted sobriety and previous H&I experience with institutional work.

2.1.1. Director Duties

Director shall bring before this committee all matters that should be acted upon at the business meeting of this committee and is to carry out the policies and orders of the group conscience of this committee.

Chair monthly meetings of the Antelope Valley Institutional Committee.

Make all appointments as directed in these by-laws no later than December of the year in which he/she is elected.

The Director carries signature responsibilities for AVAIC checking account.

Any of the above duties may be delegated by the Director to the Co-Director at the discretion of the Director.

If any officers are unable to fulfill their duties after the first of the year, the director shall appoint new officers.

2.2.

Co-Director

Co-Director shall have a minimum of three (3) years uninterrupted sobriety and previous H&I experience with institutional work.

2.2.1. Co-Director Duties

The Co-Director will assist the Director and serve as the Director when the Director is unavailable.

If willing, Co-Director becomes Director for next year.

The Co-Director carries signature responsibilities for AVAIC checking account.

In the event the Director is unable to complete the term of office the Co-Director will serve the balance of the term as Director and a new Co-Director will be elected.

2.3.

Treasurer

Treasurer shall have a minimum of three (3) years of uninterrupted sobriety and a minimum of two (2) years of activity in institutional work with the AVAIC.
Treasurer is to serve for two (2) years.

2.3.1. Treasurer Duties

All funds collected by the AVAIC shall be deposited by the Treasurer.

The Treasurer carries signature responsibilities for AVAIC checking account.

Two (2) or three (3) Officer's signatures are required on each check.

A detailed, written financial statement is to be submitted at each business meeting reflecting the sources and uses of funds.

Maintain availability of all bank statements for review by the group.

Be present at all committee functions to take care of any financial obligations we incur and assume responsibility for any funds received.

2.4.

Co-Treasurer

Co-Treasurer shall have a minimum of three (3) years of uninterrupted sobriety and a minimum of two (2) years of activity in institutional work with the AVAIC. Co-Treasurer is to serve for two (2) years.

2.4.1. Co-Treasurer Duties

The Co-Treasurer will assist the Treasurer and serve as the Treasurer when the Treasurer is unavailable.

The Co-Treasurer carries signature responsibilities for AVAIC checking account.

If willing, Co-Treasurer becomes Treasurer for next year.

In the event the Treasurer is unable to complete the term of office the Co-Treasurer will serve the balance of the term as Treasurer and a new Co-Treasurer will be elected.

2.5.

Secretary

Secretary shall have a minimum of two (2) years uninterrupted sobriety and previous H&I experience with institutional work.

The Secretary will record the Minutes of business meetings and other AVAIC activities as required and maintain group history as required.

2.6.

Literature Person

The Literature person shall have a minimum of one (1) year uninterrupted sobriety and previous H&I experience with institutional work.

The Literature person is required to supply all Panel Coordinators with required and requested literature. Coordinators should notify the Literature Person of the literature needed for the various institutions and hospitals they serve.

2.7.

By-Laws Chairman

Must have been a previous board member.

By-law's chair shall:

- Bring before this committee all matters pertaining to the changes to the By-Laws.
- Carry out all policies and orders of the group conscience of this committee.
- Keep the By-Laws current and updated.

2.8.

Registrar

Registrar shall have a minimum of one (1) year uninterrupted sobriety and previous H&I experience with institutional work.

The Registrar will maintain the phone contact list, maintain a current list of panel assignments and record attendance to regular AVAIC business meetings.

2.9.

Southern California Intergroup Representative

Southern California Inter-Group Representative shall have a minimum of one (1) year uninterrupted sobriety and previous H&I experience with institutional work.

Attend all Hospital and Institutional Inter-group Meetings and represent this committee to that group. Report to this committee topics discussed at the Inter-group meetings, as well as the time and location of the next meeting of the H & I Inter-group.

Coordinate AVAIC hosting the Hospital & Institutional Inter-group of Southern California in rotation with the other Institutional Committees, providing a location for the Inter-group meeting and a luncheon for those attending.

2.10.

Cake Person

Two (2) months of uninterrupted sobriety.

Cake person shall:

- Bring a birthday cake to the monthly business meetings,
- Bring coffee to monthly business meetings,

Bring birthday cards to the monthly business meetings.

2.11.

AV Intergroup/ Central Office Representative

AV Intergroup/ Central Office Representative will attend all AV Intergroup meetings the 1st Thursday of the month at AV Central Office. Will be the liaison between AVAIC and AV Intergroup/ C.O.

2.12.

AV Round up Representative

Shall be responsible for attending all Round-up committee meetings from September through June.

Responsible for securing H&I Speaker, marathon meeting timeslot, and H&I Booth for the Round up.

2.13.

AA Alert

Shall be responsible for sending out email alerts to members of the AVAIC for upcoming events and timeslots that pertain to this committee.

2.14.

Panel Coordinators

2.14.1. Requirements for prisons, county jails and state fire camps

Panel Coordinators for prisons, county jails and state fire camps shall have a minimum of two (2) years uninterrupted sobriety and previous H&I experience with institutional work.

2.14.2. Requirements for rehabilitation centers, hospitals, juvenile detention centers and youth authorities

Panel Coordinators for rehabilitation centers, hospitals, juvenile detention centers and youth authorities shall have a minimum of one (1) year uninterrupted sobriety and previous H&I experience with institutional work.

2.14.3. Panel Coordinator Responsibilities

Shall have responsibility for the overall direction of panels in the facility served, including:

- Confirming that members desiring to be panel leaders meet the minimum requirements.
- Having a panel at that facility
- Instruct Panel Leaders of the facility's requirements, regulations and "Do's and Don'ts",
- Immediately notifying the Registrar of any changes in the panels, providing the name, telephone number of any new panel leader.
- Reporting any policy changes of the facility, attendance problems, or any related problems to the committee.
- Replacing any panel leaders.
- Must attend a minimum of eight (8) meetings a year.

2.15.

Panel Co-Coordinator

2.15.1. Requirements for prisons, county jails and state fire camps

Panel Coordinators for prisons, county jails and state fire camps shall have a minimum of two (2) years uninterrupted sobriety and previous H&I experience with institutional work.

2.15.2. Requirements for rehabilitation centers, hospitals, juvenile detention centers and youth authorities

Panel Coordinators for rehabilitation centers, hospitals, juvenile detention centers and youth authorities shall have a minimum of one (1) year uninterrupted sobriety and previous H&I experience with institutional work.

2.15.3. Co-Coordinator Duties

The co-Coordinator will assist the coordinator and serve as the coordinator when the coordinator is unavailable.

The co-Coordinator will have the option to assume the position of Coordinator when the coordinator steps down.

2.16.

Panel Leaders

Panel Leaders shall have a minimum of six (6) months uninterrupted sobriety, previous H&I experience with institutional work, **and must adhere to section 1.4**

'Minimum Attendance Requirements for Officers, Panel Coordinators and Panel Leaders' 1.4.

Panel Leaders must be familiar with AVAIC and institutional rules and must be responsible for qualifying their guest speakers, including reminding them of the institution's rule and rules of good conduct.

If a Panel Leader is unable to carry a meeting assigned to them, they must notify the Panel Coordinator.

Panel Leaders are not to give their panels to others. They are to contact the Panel Coordinator who will fill their panel with a new Panel Leader.

2.17 Webmaster

The Webmaster shall:

- Create and maintain the web page AV-HANDI.com
- Make changes to the web page as requested and/or approved by the committee
- Make any necessary changes to the web page to insure its proper operation

3 Policies:

3.1.

Sobriety requirements

Sobriety requirements of each institution or hospital are to be rigidly upheld by Panel Coordinators, Panel Leaders, and speakers.

3.2.

Loss of Sobriety

Any member of the AVAIC is automatically disqualified from any further institutional activity of any nature upon the loss of his/her sobriety but may again become eligible when he/she can conform to the sobriety requirements of these guidelines. Sobriety for the purposes of the AVAIC shall also be construed as freedom from use of narcotic drugs.

3.3.

Non-Conformance

Any member not conforming to the foregoing requirements, or to others which might be hereafter added, or, who in any way acts in a manner unbecoming or detrimental

as an AVAIC member; and anyone who refuses to abide by the rules and regulations of the institution being served, shall automatically be relieved of any of the institutional assignments previously granted.

3.4.

Non-Committee Authorized Meetings

No AA meeting regularly conducted under the auspices of the AVAIC shall be held in any institution except under the direct supervision of a regularly delegated panel member specifically appointed by the AVAIC and acceptable to the authorities of the institution or hospital being served.

3.5.

Carry the Message of Alcoholics Anonymous ONLY

No member will involve himself/herself with any other activity at any institution or hospital on behalf of the AVAIC to avoid possible conflict and resulting damage to the inmates or patients on the inside as well as affecting the working ability and privilege of the AVAIC to carry the message into the institution or hospital. No member will interfere or use any influence neither in any institution, court or hospital nor with any Judge, Doctor, Probation Officer or Parole Officer. No member will make any comments or promises regarding employment, parole, probation, or medical problems. We carry only the message of AA - recovery through spiritual help.

3.6.

Excessive use of vile profanity or filthy stories

Excessive use of vile profanity or filthy stories is strictly prohibited by the authorities of all institutions and hospitals served by the AVAIC, as well as at the request of the inmates and patients.

3.7.

Personal Favors

Nothing will be given to or taken from any inmate or patient - including messages. The only exception is AA literature.

3.8.

Panel Leaders shall be responsible

Panel Leaders shall be responsible for the conduct of any speakers taken into any institution or hospital and shall instruct said speakers in advance regarding the regulations of the institution or hospital being served.

3.9.

Printed Instructions

Printed instructions, i.e. “Do's and Don'ts”, compiled by institutions shall be furnished to each Panel Coordinator so that he/she will be in full knowledge of his/her responsibilities in connection with individual assignments. Failure to comply with the foregoing shall be sufficient grounds for removal of Panel Leaders.

3.10.

Supplies

Panel Coordinators will get supplies from literature person when supplies are needed and distributed to institution or hospital through established protocol.

3.11.

Accountability of Bank Account

2 of the 4 signers on the bank account are responsible for counting all monies from contributions made at the AVAIC Business Meeting and filling out the deposit slip.

3.12.

Reimbursement

No member of the AVAIC shall be reimbursed for any expenses incurred while performing duties for the AVAIC, except as otherwise noted.

3.12.1. Southern California Inter-Group Representative

The AVAIC will reimburse the Inter-Group Representative \$.25 per mile for all Southern California H&I Inter-group meetings and conferences outside the Antelope Valley.

The AVAIC will reimburse the Inter-Group Representative for Registration, Luncheon, Banquet, Hotel and \$50.00 for incidentals to attend the Annual H & I Conference.

3.12.2. Cake Person

The AVAIC will reimburse the Cake Person for Cake, Card and Coffee expenses upon presentation of receipts.

3.13.

Contributions

All contributions made groups shall be used, specifically for literature, reimbursements, and the overall business of the AVAIC, as noted in the By-Laws.

3.14.

New Facilities

A member of the AVAIC shall meet the appropriate officials of a "new" facility and shall obtain pertinent information regarding the structure, physical accommodations, and operations of the facility or institution to enable the committee to determine whether a panel or panels should be provided to meet the request.

3.15.

The AVAIC may suspend or waive any requirements

The AVAIC may suspend or waive any requirements of these guidelines to enable the AVAIC to conduct the business of the AVAIC in an orderly manner.

3.16.

Changing By-Laws

To make an amendment to the AVAIC By-Laws a quorum of 3/4 of the eligible voters (see section 1.5) must gather, and the amendment must be passed by a 3/4 quorum vote.

The foregoing guidelines of the Antelope Valley Area Institutional Committee were accepted on the 12th day of June, 2022

Charlie C.

Group Conscience

Director

By-Laws
Chairman