

## Article I: Name and Purpose

- Section 1. The name of the group shall be “AVP~Chuckawalla” (hereinafter referred to as “the group”). As an AVP Group, AVP~Chuckawalla will adhere to the mission statement, purpose and methods delineated within the AVP/USA By-Laws (attached).
- Section 2. The Purpose of AVP~Chuckawalla is to offer an avenue where inmates who have completed AVP workshops may enhance the skills and concepts they have learned. Consistent with the AVP Purpose, this group will offer individual tools for personal empowerment, enabling them to live their lives with dignity and self-respect. Meetings, like workshops, will be guided toward the goal of enhancing individual skills for the peaceful reduction and resolution of conflict.<sup>1</sup> The group will be a mechanism to expose a larger, youthful inmate populace to the concepts of AVP.
- Section 3. The Mission of AVP~Chuckawalla will coincide with the mission of AVP/USA: “*The mission of the Alternatives to Violence Project is to empower people to lead nonviolent lives through affirmation, respect for all, community building, cooperation and trust.*” Founded in and developed from the real-life experiences of prisoners and others, and building on a spiritual base, AVP encourages every person’s innate power to positively transform themselves and the world.<sup>2</sup>
- Section 4. The Belief of AVP~Chuckawalla is that there is in the universe a power that is able to transform hostility and destructiveness into cooperation, community and to do justice among us. That this power is everywhere; in us, in our opponents and in the world around us. Through AVP, we believe that it is possible to tune into it, and that if we do, it will enable us and our opponents to realize our birthright of peace and dignity.<sup>3</sup>
- Section 5. The group shall operate within the guidelines of CVSP Operational Procedures, the CCR Title 15, and within the mission statement, guidelines and policies developed by AVP/USA. The group will follow and utilize the manuals authorized by AVP/USA.<sup>4</sup>
- Section 6. The group and the program of AVP/USA are educational in nature. Though building on a spiritual base, the group and AVP/USA are nondenominational and do not promote any religious doctrine.<sup>5</sup>

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<sup>1</sup> AVP/USA By-Laws, Purpose and Methods of the AVP Program, page 7.

<sup>2</sup> AVP/USA By-Laws, Article 2, page 2.

<sup>3</sup> AVP/USA Background Packet, pages 4-5.

<sup>4</sup> AVP/USA By-Laws, Article I, page 3.

<sup>5</sup> AVP/USA By-Laws, Article I, page 3.

- Section 7. The group will not advocate, support or promote any political position, attitude or Intention.
- Section 8. The group will function as a link between its members and the institutional administration via the established staff sponsor.
- Section 9. The group will meet according to a schedule approved by the staff sponsor and the institutional head.
- Section 10. The group will provide information on AVP workshops and related activities to the inmate population.
- Section 11. The group shall be financially self-sufficient.<sup>6</sup>
- Section 12. The group operating within the auspices of AVP/California, will have the right and obligation to be a part of an "AVP Local Group" based in the nearby community or, if that group not presently functioning, directly to AVP/California.
- Section 13. The group, with oversight from the staff sponsor, will be responsible for making decisions to manage its' own resources and developing procedures that meet its needs that do not conflict with departmental procedures or the Policy Statement and By-Laws of AVP/California.<sup>7</sup>
- Section 14. The group may report semi-annually to AVP/California, their Regional Organization.<sup>8</sup> Any and all reports will be conveyed through the local AVP Coordinator or staff sponsor.

## **ARTICLE II: Membership**

- Section 1. Membership and participation in AVP at ??? will be strictly voluntary.
- Section 2. Membership shall not be denied to anyone on the basis of race, creed, color, age, national origin, ancestry, gender, marital status, disability, religious or political affiliation or sexual orientation.<sup>9</sup>

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6- AVP/USA By-Laws, Article I,

7- AVP/USA By-Laws, Responsibilities

8- AVP/USA By-Laws, Responsibilities

9- CCR15 3234(a)(3)

- Section 3. There shall be no membership fees, dues or donations required to become a member of AVP~Chuckawalla.<sup>11</sup>
- Section 4. A “Full Membership” to the group will be available to those inmates who have completed at least the Basic AVP Workshop or the Creative Conflict Resolution (CCR) class.
- Section 5. To expand the interest of AVP to more and youthful inmates within the facility population, full members will be encouraged to mentor a “guest” to meetings to expose them to the concepts of AVP. Such guests may become “Guest Members” until they complete a Basic AVP workshop or CCR class, after which they will become eligible for full membership.
- Section 6. The group, in conjunction with the staff sponsor, will maintain a listing of all active full members, guest members and a membership waiting list if space is limited.
- Section 7. Members of the group may be excluded, based on misconduct, by the staff sponsor. Further, persons unwilling to participate in conflict resolution until a conflict is resolved shall be relieved of their AVP responsibilities until they engage or re-engage in conflict resolution.<sup>12</sup>

### **Article III: Activities**

- Section 1. The scope of the group’s activities will conform to the AVP concepts of nonviolent conflict resolution, Transforming Power and the consensus decision-making process.
- Section 2. The content of group meetings will be based upon the mission, purpose and beliefs of AVP. A forum will be provided to allow discussions on Transforming Power and how it is utilized to avoid or diffuse confrontational and/or violent situations. Transforming Power has four basic principles:
- The realization that everyone has inward goodness.
  - We can start out realizing that a violent reaction is only one way of responding in a conflict.
  - To change situations in positive ways, we start with ourselves, our attitudes, beliefs, manner of speaking, tone of voice and behavior.

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<sup>11</sup> CCR15 §3234(a)(3)

<sup>12</sup> AVP/USA By-Laws, Solutions When Problems Arise, page 12.

- Non-violent conflict resolution is a skill.<sup>13</sup> Each one of us has the power to change the shape of a situation in a negative direction to a negative outcome, or in a positive direction toward resolving conflicts.<sup>14</sup>

Section 3. During meetings, no more than one (1) Exercise and one (1) Light & Lively will be utilized. Certain exercises and light & livelies will not be used during group meetings, especially when guest members are present, so as to not dilute the workshop dynamic of experiencing the exercises. e.g.: Colored Dots, Human-to-Human, Who Am I? etc. Only short, active exercises and light & livelies will be used in group meetings.

Section 4. Fundraising events: The group's function in this respect is to facilitate all institutionally approved fundraisers. The group, within the guidelines provided by the staff sponsor and/or the CVSP AVP Coordinator, may help in the selection of items to be made available for sale to the institutional population. The group's officers or designees will assist in the completion and collection of order forms as needed to consummate the fundraising effort. They will also assist in the distribution of orders within their respective facility.

### **Article IV: Materials & Equipment**

Section 1. By virtue of membership, each member will be authorized to possess, carry and disseminate AVP-related literature.

Section 2. The inventory and needs of workshop 'kits' will be monitored and the group's leaders will ensure that each kit is fully prepared to conduct AVP workshops.

Section 3. All materials and equipment shall be obtained, possessed and utilized pursuant to the current reading of the Departmental Operations Manual (DOM), Section 53020.

Section 4. The AVP~Chuckawalla treasury is hereby established. Funds may be obtained from voluntary donations or fundraisers and administered in accordance with CCR15 §3240, 3240.1 and DOM Section 53110. The group treasury will be used to provide for the purchase of materials and supplies to maintain the full, operational inventory in AVP workshop kits in order to keep AVP at CVSP a self-sustaining entity. Excess funds may be made available for donation to AVP/California for the purpose of expanding AVP within other prisons and communities.

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<sup>13</sup> AVP Basic Manual, page B-4

<sup>14</sup> AVP Basic Manual, page B-7

## Article V: Internal Organization

Section 1. The Officers of the group shall be the Chairman, Vice-Chairman, Secretary, Treasurer and Sergeant-at-Arms. Officers of AVP~Chuckawalla will be selected via the consensus process which incorporates ideas from the entire group. If the group fails to reach consensus after persistent efforts, the modified consensus decision-making process, as outlined by AVP/USA By-Laws, may be the alternate method.<sup>15</sup>

*[By utilizing the consensus decision-making process, AVP~Chuckawalla shall dispense with the common parliamentary procedure where officers would be elected by majority vote. The consensus process ensures that the concerns of every member are taken into consideration and conforms to the decision-making process required by AVP/USA.]*

Section 2. Selected officers shall serve a term of one (1) year, and may be reselected to one (1) consecutive term only. The group shall make nominations and select officers during the latter half of June each year.

Section 3. All terms shall expire at the end of June each year.

Section 4. The staff sponsor of the group shall supervise, but not participate in, the selection of officers via the consensus process. The staff sponsor will ensure that the consensus properly reflects the collective voice of the group.

Section 5. Officer qualifications: Those serving in officer positions must have completed at least the Advanced AVP Workshop because they will assist with facilitating group meetings.

Section 6. In the event that the Chairman position becomes vacant prior to the expiration of the term, the Co-Chairman will perform the Chairman's duties and guide the meeting until the group selects a new chairman.

Section 7. When the position of an officer becomes vacant prior to the expiration of the term, a replacement will be selected via the consensus process at the next available meeting.

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<sup>15</sup> AVP/USA By-Laws, Article VI, page 6; and Governance, page 10.

## SELECTION OF OFFICERS

As described in Article V, Section 1, of the AVP~Chuckawalla By-Laws, officers must be selected utilizing the consensus process.<sup>1</sup>

All candidates for officer positions must be eligible by first completing the AVP “Advanced” Workshop.<sup>2</sup> All officers are expected to place the needs of the group, and the AVP community, above their own.

No “election” will be held and no “votes” will be taken. The following is a suggested process, which is provided and used by AVP/California (*consensus applies in all steps*):

1. A Nominating Committee of 3 to 5 *Full Members* will be put together. The nominating committee is comprised of members who do not want positions themselves and must have the best interests of the group at heart. The committee is approved by group consensus.
2. The nominating committee searches the group for qualified members who might be interested in the positions, as well as who might be *best suited* for each position. A Slate of Nominees is prepared. The committee will labor in good faith with as much transparency as possible, interview as many members as possible in terms of their level of interest, and seek suggestions for people to be in the positions. Lobbying, positioning and straw voting must be avoided. Personalities must be set aside and the best interests of *the group* must be the overriding area of concern.
3. The committee presents the slate of nominees to the group for approval. By consensus, the group can accept, modify or reject the submitted slate of nominees.
4. With an accepted slate of nominees, the fun begins! The group, in an open meeting of Full Members, selects its officers within the constructs of the consensus process. Note: It may be helpful to provide a “One Page Summary of Consensus” to each member in attendance and post it on the wall (or chalk/white board).
5. Make the process enjoyable for everyone — the unity of our community is held above all else. AVP members believe that “truth, fully and openly sought, will carry its own conviction, and that unity will be found within this truth.”

**Any modifications to this process must be approved by the group, via consensus, and maintain the spirit and core principles of the consensus process.**

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<sup>1</sup> See also Article VII and page 10 “Governance” in the AVP/USA By-Laws

<sup>2</sup> AVP~Chuckawalla By-Laws; Article V, Section 5

- Section 8. Officers may be removed from office for inadequacy and for being unwilling to participate in conflict resolution until a conflict is resolved. The staff sponsor may warn and counsel the offending officer. The removal of an officer shall become final by a group consensus decision.
- Section 9. Any officer may be removed from office by the CVSP AVP Coordinator and/or staff sponsor for misconduct, incompetence or conduct involving violence or non-cooperation.

## **Article VI: Duties of Officers**

- Section 1. The Chairman shall open and 'guide' all general meetings. He will serve as the liaison between facility staff and the group. He will guide the delegation of duties in furtherance of the group's purpose. He will perform other duties as deemed appropriate by the CVSP AVP Coordinator, staff sponsor and the group. He will maintain a high standard of conduct.
- Section 2. The Vice-Chairman, in the absence of the chairman or at the chairman's request, shall perform the duties and responsibilities of the chairman. He will participate in meetings with AVP volunteers and institutional staff. He will assist the chairman, when appropriate, with the nomination and selection processes of the group. He will maintain a high standard of conduct.
- Section 3. The Secretary will maintain records pertinent to the group and assist in the preparation of the semi-annual reports to AVP/California. He will participate in meetings with AVP volunteers and institutional staff. He will keep the minutes of all group meetings. He will maintain a current listing of AVP~Chuckawalla officers, full members, guest members and the waiting list. He will monitor AVP workshop kit inventories and order needed supplies and materials through the approval of the CVSP AVP Coordinator, staff sponsor and the chairman. He will maintain a high standard of conduct.
- Section 4. The Treasurer will maintain an accurate account of all monies generated and dispersed by the group. He will report to the group the status of the AVP~Chuckawalla trust account based on a printout received by the staff sponsor from the accounting office. He will also act as a coordinator of all fundraising events in cooperation with the institutional AVP Coordinator, staff sponsor and the chairman. He will maintain a high standard of conduct.
- Section 5. The Sergeant-at-Arms will be knowledgeable in the consensus process and assist the chairman and co-chairman as needed. He will be responsible for researching any questions or disputes concerning the status of full members, guest members and those on the waiting list. He will maintain a high standard of conduct.

## **Article VII: Meetings**

- Section 1. All meetings will be conducted in a manner that maintains the integrity of the *Purpose and Methods of the AVP Program*<sup>16</sup> and those of the group.
- Section 2. The group, its officers or individual members will not attempt to transact AVP~Chuckawalla business with staff or personnel who do not have the authority to act on issues or questions concerning the group.
- Section 3. The group will maintain a permanent record of meetings, whether staff was present or not. The minutes of the meetings will contain the dates and times of meetings, names and titles of those present and absent, subjects discussed, decisions and actions taken.
- Section 4. The group's officers may request to schedule meetings with the CVSP AVP Coordinator. The chairman will be responsible for providing an agenda to the CVSP AVP Coordinator one week in advance of a scheduled meeting.
- Section 5. The CVSP AVP Coordinator will make every effort to meet with the officers of the group a minimum of once each quarter.
- Section 6. Meetings of AVP~Chuckawalla officers (or the group) and other staff, such as department heads and/or outside AVP volunteers may be arranged by the CVSP AVP Coordinator or staff sponsor on an 'as needed' basis to resolve issues or questions relating the group's purpose and methods, or in the furtherance of AVP objectives.
- Section 7. All documents prepared by the group must be signed by the CVSP AVP Coordinator or staff sponsor as having approval for submission and dissemination.
- Section 8. It shall be the responsibility of each officer to become aware of the group's purpose and written governing policies (i.e.; AVP/USA By-Laws, CCR Title 15, Departmental Operations Manual, CVSP Operational Supplements, and AVP~Chuckawalla policy statements).

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<sup>16</sup> AVP/USA By-Laws, Purpose and Methods, page 7.