

Proposed Plan of Operation
Alternatives to Violence Project (AVP)
Inmate Leisure Time Activity Group (ILTAG)
By-laws

Richard J. Donovan Correctional Facility (RJDCF)

HANDS OF PEACE
THE SAN DIEGO AFFILIATE OF AVP/USA
8/11/2012

This document is a draft of a proposed Plan of Operation for ILTAG by-laws at RJDCF. It was modeled on the AVP Chuckawalla by-laws. Each section is formatted as a two-column table, with the grid lines suppressed. To see the section gridlines, right click inside the section, and select Table Properties. Click on Borders and Shading and select the grid option. An agreement form for group sponsor and cosponsor remains to be developed.

PROPOSED PLAN OF OPERATION
ALTERNATIVES TO VIOLENCE PROJECT (AVP)
INMATE LEISURE TIME ACTIVITY GROUP (ILTAG) BYLAWS
RICHARD J. DONOVAN CORRECTIONAL FACILITY (RJDCF)

ARTICLE I
Name and Purpose

- Section 1. The name of the group shall be “AVP-RJDCF” (hereinafter referred to as “the group”). As an *Alternatives to Violence Project* (AVP) Group, AVP-RJDCF will adhere to the mission statement, purpose and methods delineated in the AVP/USA By-Laws (attached) and the AVP/USA, Inc. Policy Statement (attached).¹
- Section 2. The Purpose of AVP-RJDCF is to offer opportunities for inmates who have completed AVP workshops to enhance the skills and concepts they have learned.² 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. Group meetings, like AVP workshops, will be guided toward the goal of enhancing individual skills for the peaceful reduction and resolution of conflict.³
- Section 3. The Mission of AVP-RJDCF 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.⁴
- Section 4. The Belief of AVP-RJDCF is that there is in the universe a power that is able to transform hostility and destructiveness into cooperation, community and to do just among us. 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 this power, and that if we do, it will enable us and our opponents to realize our birthright of peace and dignity.⁵
- Section 5. The group shall operate within the guidelines of the RJDCF Operational Procedures, the California Code of Regulations (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.⁶
- 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.⁷

¹ CCR 15 §3234(b)(1).

² CCR 15 §3234(b)(2).

³ AVP/USA Policy Statement: Purpose and Methods of the AVP Program, page 1.

⁴ AVP/USA By-Laws: Article 1, page 1.

⁵ AVP/USA Policy Statement: Spiritual Basis of Program, page 1.

⁶ AVP/USA Policy Statement: Quality of Workshops, page 1.

⁷ AVP/USA Policy Statement: Spiritual Basis of Program, page 1.

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- 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.⁸
- Section 12. The group will have the right and obligation to be a part of *Hands of Peace*, the “AVP Local Group” based in San Diego.
- Section 13. The group, with oversight from the staff sponsor, will be responsible for making decisions to manage its own resources and develop procedures that meet its needs when not in conflict with departmental procedures of the Policy Statement and the AVP/USA By-Laws.⁹
- Section 14. The group may report semi-annually to AVP/California. Any and all reports will be conveyed through the local AVP Coordinator (Hands of Peace) or staff sponsor.
- Section 15. Continuing operation of the group is contingent upon the Warden’s (or his designee’s) annual review and re-approval of the by-laws.¹⁰ These by-laws shall be submitted annually to the RJDCF Warden (or his designee’s) for review and approval.¹¹ Any proposed changes to the by-laws shall require the RJDCF Warden’s (or his designee’s) written approval prior to implementation.¹²

ARTICLE II
Membership

- Section 1. Inmate membership and participation in AVP-RJDCF will be strictly voluntary.
- Section 2. Membership shall not be denied on the basis of an inmate’s race, creed, color, age, national origin, ancestry, gender, marital status, disability, religious or political affiliation,

⁸ AVP/USA By-Laws: Article I, page 2.

⁹ AVP/USA Policy Statement: Responsibilities, page 3.

¹⁰ CCR 15 §3234(c)(2).

¹¹ CCR 15 §3234(b)(8).

¹² CCR 15 §3234(c)(1)

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sexual orientation or on the inmate's inability or refusal to pay membership fees, dues or donations to the group.¹³

- Section 3. There shall be no membership fees, dues or donations required to become a member of AVP-RJDCF. There is no limitation of the number of members in the group. However, meeting attendance is limited by the space available in the facility Chapel or other approved space.
- Section 4. A "Full Membership" to the group will be available to those inmates who have at least completed a Basic AVP Workshop.
- Section 5. To expand the interest in AVP to more and youthful inmates within the facility population, full members will be encouraged to mentor a "guest" in meetings to expose them to the concepts of AVP. Such guests may continue as "Guest Members" until they complete a Basic AVP workshop, after which they will be eligible for full membership.
- Section 6. The group, in conjunction with the staff sponsor, will maintain a listing of all active full and guest members.
- Section 7. Members of the group may be excluded due to misconduct by the staff sponsor. Further, persons unwilling to participate in conflict resolution until a conflict is resolved shall be relieved of their AVP-RJDCF responsibilities until they engage or re-engage in conflict resolution.¹⁴

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
 - 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

¹³ CCR 15 §3234(b)(3).

¹⁴ AVP/USA Policy Statement: Section VIII, Solutions When Problems Arise, page 6.

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- Nonviolent conflict resolution is a skill.¹⁵ 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.¹⁶

Section 3. During group 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 and active exercises and light and livelies will be used in group meetings.

Section 4. The group will facilitate all institutionally approved fundraising events. The group, within the guidelines provided by the staff sponsor and/or the RJDCF AVP Coordinator¹⁷, 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
- distribution of ordered items within their respective facility

Section 5. The group may hold one banquet per year, subject to the approval of the Warden (or his designee), security considerations, availability of facilities and resources, and the group's ability to pay any additional costs incurred by the state of California.¹⁸

ARTICLE IV
Materials and Equipment

Section 1. Each member will be authorized to possess, carry, and disseminate AVP-related literature.

Section 2. The group's leaders will monitor the inventory and needs of workshop 'kits' and ensure that each kit is fully prepared to support 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) §53020.

Section 4. The AVP-RJDCF treasury is hereby established. Funds may be obtained from voluntary donations or fundraisers, and administered in accordance with CCR 15 §3240 and §3240.1.¹⁹ 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 RJDCF a self-sustaining entity. Excess funds may be made available for donation to

¹⁵ AVP Basic Manual, Fred Feucht, page B-4.

¹⁶ AVP Basic Manual, page B-7.

¹⁷ R. J. Donovan's Community Resource Manager, or the warden's designee.

¹⁸ CCR 15 §3234(e).

¹⁹ Is there a relevant DOM section for administering such funds?

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AVP/California or Hands of Peace for the purpose of expanding AVP within other prisons and communities.

ARTICLE V
Internal Organization

- Section 1. The officers of the group shall be the
- Chairman
 - Vice-Chairman
 - Secretary
 - Treasurer
 - Sergeant-at-Arms
- Officers of AVP-RJDCF will be selected according to the process described in Article VI.
- Section 2. Selected officers shall serve a term of one (1) year, and may be re-selected to one (1) consecutive term only.
- Section 3. All terms shall expire at the end of June of each year.
- Section 4. Officer Qualifications: Those serving in officer positions must have completed at least an Advanced AVP workshop.
- Section 5. In the event that the Chairman position becomes vacant prior to the expiration of the term, the Vice-Chairman will perform the Chairman's duties and guide the meeting until the group selects a new Chairman.
- Section 6. 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.

ARTICLE VI
Selection of Officers

- Section 1. A Nominating Committee comprised of three to five Full member volunteers will be formed and approved by group consensus. No Nominating Committee member may be nominated for an office, and each Nominating Committee member will affirm that he has the best interests of the group at heart.
- Section 2. The Nominating Committee will:
- Review the member list for qualified members who might be interested in one of the positions, and for those who might be best suited for each position

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- Seek suggestions for people to nominate for the positions
- Interview as many members as possible, determining their level of interest
- Prepare a list of nominees for each position, avoiding lobbying, positioning, and straw voting--acting with the best interests of the group as the highest priority
- Presents the slate of nominees to the group for approval

Section 3. 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 outcome properly reflects the collective voice of the group.

Section 4. Using consensus, the group may accept, modify or reject the submitted slate of nominees.

Section 5. Once the group has accepted a slate of nominees in an open meeting of Full members, the group will select its officers using the consensus process.²⁰ If the group fails to reach consensus after persistent efforts, the group shall invite members of Hands of Peace to participate in the resolution of the selection.²¹

Section 6. Any modifications to this process must be approved by the group, using consensus.

ARTICLE VII
Duties of Officers

Section 1. The Chairman's duties include the following:

- open and 'guide' all general meetings
- serve as the liaison between the facility staff and the group
- guide the delegation of duties in furtherance of the group's purpose
- other duties as deemed appropriate by the Hands of Peace Coordinator, staff sponsor, and the group
- maintain a high standard of conduct

Section 2. The Vice-Chairman's duties include the following:

- in the absence of the Chairman or at the Chairman's request, perform the duties and responsibilities of the Chairman
- participate in meetings with AVP volunteers and institutional staff
- assist the Chairman, when appropriate, with the nomination and selection processes of the group
- maintain a high standard of conduct

Section 3. The Secretary's duties include the following:

- maintain records pertinent to the group and assist in the preparation of the semi-

²⁰ It may be helpful to provide a one page summary of Consensus to each Full member in attendance, and/or post the summary for all to see on a wall or white board. Refer to *AVP Manual for Second Level Course*, page D-43.

²¹ AVP/USA Policy Statement: Section VIII, Solutions When Problems Arise, page 6.

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annual reports to AVP/California

- participate in meetings with AVP volunteers and institutional staff
- keep the minutes of all group meetings
- maintain a current listing of AVP-RJDCF officers, full members and guest members
- monitor AVP workshop kit inventories and order needed supplies and materials with the approval of the RJDCF AVP Coordinator, staff sponsor, and the Chairman
- maintain a high standard of conduct

Section 4. The Treasurer's duties include:

- maintain an accurate account of all monies generated and dispersed by the group
- report to the group the status of the AVP-RJDCF trust account, based on a printout received from the accounting office by the staff sponsor
- act as a coordinator of all fundraising events in cooperation with the RJDCF AVP Coordinator, staff sponsor, and the Chairman
- maintain a high standard of conduct

Section 5. The Sergeant-at-Arms' duties include:

- become knowledgeable in the consensus process, assisting the Chairman and Vice-Chairman as needed
- researching any questions or disputes concerning the status of full members and guest members
- maintain a high standard of conduct

Section 6. Each officer has the responsibility to become aware of the group's purpose and written governing policies:

- AVP/USA By-Laws
- AVP/USA, Inc. Policy Statement
- CCR Title 15
- Departmental Operations Manual
- RJDCF Operational Supplements
- AVP-RJDCF policy statements

ARTICLE VIII
Meetings

Section 1. The group shall not conduct any meeting unless the group's sponsor or cosponsor is present for such meeting.²²

Section 2. All meetings will be conducted in a manner that maintains the integrity of the purpose and methods of the AVP Program and those of the group.²³

²² CCR 15 §3234(d).

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- Section 3. The group, its officers or individual members will not attempt to transact AVP-RJDCF business with staff or personnel who do not have the authority to act on issues or questions concerning the group.
- Section 4. The group will maintain a permanent record of meetings. The minutes of the meetings will contain the dates and times of meetings, names and titles of those present and absent, subjects discussed, and decisions and actions taken.
- Section 5. The group's officers may request to schedule meetings with the RJDCF AVP Coordinator. The Chairman will be responsible for providing an agenda to the Coordinator one week in advance of a scheduled meeting.
- Section 6. The officers of the group will make every effort to meet with the RJDCF AVP Coordinator at least once each quarter.
- Section 7. Meetings of the AVP-RJDCF officers (or the group) and other staff, such as department heads and/or outside AVP volunteers may be arranged by the RJDCF AVP Coordinator or staff sponsor on an 'as needed' basis to resolve issues of questions relating to the group's purpose and methods, or in the furtherance of AVP objectives.
- Section 8. All documents prepared by the group must be signed by the RJDCF AVP Coordinator or staff sponsor as having approval for submission and dissemination.

²³ AVP/USA Policy Statement: Purpose and Methods of AVP Program, page 1.

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In addition to the approval of this plan of operation by the Warden (or his designee), the AVP-RJDCF plan of operation is also dependent upon the agreement of a full-time RJDCF employee to serve as a sponsor of the group. One or more cosponsors may be required if the group cannot be controlled by a single volunteer.²⁴

AGREEMENT TO SERVE AS A SPONSOR OR COSPONSOR OF AVP-RJDCF

TBD

²⁴ CCR 15 §3234(b)(9).