

**BROWARD COUNTY INSTITUTIONS COMMITTEE, INC.  
BY-LAWS FOR STEERING COMMITTEE, COORDINATORS AND OFFICERS**

*(Revised by unanimous Vote of the Steering Committee on May 9 and June 13, 2009)*

**GUIDING PRINCIPLES**

*The Broward County Institutions Committee shall observe the spirit of A.A. traditions, taking care that it never becomes the seat of perilous wealth or power; that sufficient operating funds and reserve be its prudent financial principle; that it place none of its members in a position of unqualified authority over others; that it reach all important decisions by discussion, vote, and, whenever possible, by substantial unanimity; that its actions never be personally punitive nor an incitement to public controversy; that it never perform acts of government, and that, like the Society it serves, it always will remain democratic in thought and action.*

**STATEMENT OF PURPOSE**

The Broward County Institutions Committee, Inc., also known as the BCIC, is a group of AA members who volunteer their time for the purpose of carrying the message of recovery from the disease of alcoholism into the Corrections and Treatment Facilities of Broward County. The only requirement for membership is to have a meeting commitment and to adhere to the BCIC Guidelines.

The Broward County Institutions Committee focuses on the process of “one drunk, talking to another” as the most effective means of carrying the AA message. Whenever possible, Big Books, other AA approved literature, and Open Meeting Lists are provided to inmates and patients. The Committee further participates in Prerelease AA Contact and Bridging the Gap programs to assist in assuring that upon release from an institution, that a temporary AA contact be available to transition the alcoholic to A.A. on the outside.

**STEERING COMMITTEE**

*All business of the Broward County Institutions Committee shall be conducted by the Steering Committee as governed by these By-Laws and the Guidelines for the Broward County Institutions Committee*

**COMPOSITION OF THE STEERING COMMITTEE:**

The Broward County Institutions Committee Steering Committee (*hereafter referred to as the “Steering Committee”*) shall consist of 1) Coordinators, including the Literature Coordinator; 2) Officers (Chairperson, Assistant Chairperson, Registrar, Treasurer and Secretary); and 3) past BCIC Chairpersons. Former Chairpersons serve in an advisory capacity, and while non-voting, do share their experience strength and hope with other members of the Steering Committee. The Chairperson is a non-voting member of the Steering Committee, except in the case of a tie. No one individual shall have more than one (1) vote.

## **COORDINATORS**

### 1. **QUALIFICATIONS OF COORDINATORS**

- A. Must have at least two years of continuous sobriety.
- B. Must have previously served at least one year as a Broward County Institutions Committee member.

### 2. **ELECTION FOR SERVICE:**

- A. Any member of the Steering Committee may nominate a Committee Member for the position of Coordinator, who shall then be elected by a majority vote of the Steering Committee. The number of Coordinators will be determined by the majority opinion of the Steering Committee Officers from time to time as is prudent and necessary.
- B. Coordinators may serve up to three consecutive years, so as to keep the Concept and Principles of Rotation, and to allow others to serve and learn.

### 3. **RESPONSIBILITIES OF COORDINATORS:**

- A. To attend Broward County Institutions Committee General Business and Steering Committee meetings.
- B. To keep in contact with the Broward County Institutions Committee Officers for Committee's business information.
- C. To call the Broward County Institutions Committee Chairperson or delegated Officer with all matters, problems and/or information concerning the Broward County Institutions Committee especially regarding including matters relating to the meetings the Coordinator is assigned being covered.
- D. To contact each Committee Member on the Coordinator's page at least monthly to and ascertain how his/her meeting is going.
- E. To report on the status of Committee Members and open meeting commitments as requested by the Registrar in order to prepare an accurate Meeting List for the next Monthly Organizational Meeting.
- F. To maintain contact with a representative of each Institution in the Coordinator's assigned Group at least once every three months.
- G. When attending A.A. meetings, Coordinators should encourage A.A. members into service on the Broward County Institutions Committee and announce when the Monthly Organizational Meetings are held.

- F. To facilitate and encourage that meeting materials are received by Committee Members on the Coordinator's page, explaining as necessary BCIC's guidelines and checking to see that meetings are being performed in accordance with those guidelines.
- G. Attendance at the monthly Steering Committee Meeting is vital to the workings of the Committee. Missing three consecutive Steering Committees meetings shall be grounds for removal from the Steering Committee.

4. **REMOVAL OF COORDINATORS:**

A Coordinator may be removed by a two-thirds majority vote of the Broward County Institutions Committee Steering Committee, and the reason(s) for the action are to be stated.

**LITERATURE COORDINATOR**

1. **QUALIFICATIONS AND ELECTION OF LITERATURE COORDINATOR:**

The qualifications and election of the Literature Coordinator are the same as outlined above for all Coordinators, with responsibilities listed below and in the preceding, except that such do not include the responsibilities of Coordinators listed in Paragraphs C – F.

2. **RESPONSIBILITIES OF THE LITERATURE COORDINATOR**

- A. To take care of all aspects of managing the BCIC's literature needs in accordance with the group conscience of the Steering Committee.
- B. To inventory, prepare orders for, receive shipment of, and prepare and distribute literature to Committee Members at the Monthly Organizational Meeting in such amounts as may be determined by the Steering Committee from time to time.
- C. To secure assistance as is required to efficiently distribute literature to Committee Members.
- D. To make recommendations to the Steering Committee as to the items of approved AA literature that would best serve the BCIC in carrying out its Statement of Purpose.
- E. The funds necessary to meet BCIC's literature needs will be reported to the Steering Committee at the Steering Committee Meeting, and must be approved by the Steering Committee prior to expenditure, and the approved amount is not to be exceeded. Any literature expenditure is to be made by either the Chairperson or the Treasurer.

**PRE-RELEASE AND BRIDGING THE GAP COORDINATOR (RESERVED)**

## STEERING COMMITTEE OFFICERS

### CHAIRPERSON

#### 1. QUALIFICATIONS OF CHAIRPERSON:

- A. Must have at least five years of continuous sobriety.
- B. Must have previously served at least three years on the Steering Committee.
- C. Must maintain BSO Clearance during term of office.

#### 2. ELECTION FOR SERVICE:

- A. In October of each year, the Chairperson shall announce if they are willing to succeed themselves for an additional year, if the maximum term has not been fulfilled. The maximum term for the Chairperson is two (2) years. If the Chairperson decides not to stand for the second year, or is at the end of the second year of service, the existing Assistant Chairperson, if willing, may rotate into the Chairperson position.
  - 1. The notification of the rotation of the Assistant Chairperson to Chairperson shall be made at the October BCIC Steering Committee Meeting and each of the Coordinators will notify the BCIC Committee Members on their page and ask them if they approve of the rotation.
  - 2. In November at the BCIC Steering Committee Meeting, the Coordinators, in accordance with the input and Committee Member's conscience gathered from the survey of Committee Members on their page, along with the other voting members of the Steering Committee, may ratify the rotation of the new Chairperson by a majority vote.
  - 3. Should the Assistant Chairperson be unwilling or unable to rotate to Chairperson, or if the majority of the Steering Committee Members do not ratify the rotation into the Chairperson position, other qualified nominees will be considered and the BCIC Steering Committee members will elect a qualified new Chairperson with a two-thirds majority vote of approval utilizing Third Legacy procedures. The Coordinators will advise the Committee Members on their pages of the election results.
  - 4. In the event the Chairperson becomes unable to serve for any reason, the procedures in subparagraphs 1 - 3 above shall be followed in order to elect a new Chairperson.
- B. The Concept and Principle of Rotation is to be followed.
- C. Any Qualification may be waived by a two-thirds vote if not to do so would leave the position vacant.

3. **RESPONSIBILITIES OF CHAIRPERSON:**

- A. Attend and conduct monthly General Business and Steering Committee Meetings.
- B. Attend South Florida Area 15 General Service Assembly 1) Treatment Committee and 2) Correctional Committee business meetings and workshops, and give District 9 activity reports to the Area. Pertinent Information obtained at the Quarterly should be passed on to the Members upon return. Expenses of up to \$300.00 per Assembly, less reimbursements, if any, for such attendance from another source, verified by written receipt, shall be reimbursed when attendance is outside the tri-county area, such reimbursements to include gas, lodging, food and other traveling expenses.
- C. Coordinate the presentation of Area 15 Corrections Committee and Treatment Committee Workshops when District 9 is the hosting district.
- D. Attend appointments with all facilities requesting A.A. meetings by the Broward County Institutions Committee, discuss needs and Committee procedures, and finalize agreements before accepting such A.A. Meetings.
- E. Request and attend appointments with Corrections and Treatment facilities personnel on no less than a yearly basis to renew relationships and/or make needed changes.
- F. Request and delegate to other Broward County Institutions Committee Officers and Steering Committee Members other various responsibilities, as needed.
- G. Missing three consecutive Steering Committees meetings shall be grounds for removal from the Steering Committee.

4. **REMOVAL OF CHAIRPERSON:**

The Chairperson may be removed by a two-thirds majority vote of the Steering Committee, and the reason(s) for the action are to be stated.

**ELECTION, TERM AND REMOVAL  
OF THE OTHER STEERING COMMITTEE OFFICERS:**

The general and common manner of election, term and removal of all other Officers (Assistant Chairperson, Registrar, Secretary and Treasurer) are:

- A. In October of each year, each Officer shall announce if they are willing to succeed themselves for an additional year, if the maximum term has not been fulfilled.
- B. With the Steering Committee's majority approval, any Officer may succeed self for one year, for a maximum of a two-year term, not including any partial term of service.

- C. Any time an Officer position becomes vacant, or in October as the end of the maximum term approaches, the Chairperson or any other Steering Committee Member shall nominate qualified Members of the Steering Committee for an Officer position. If the nominee is willing to serve, each of the Coordinators will notify the Committee Members on their page and ask them if they approve of the election of the nominee.
- D. In November at the Steering Committee Meeting, the Coordinators, in accordance with the input and Committee Member's conscience gathered from the survey of Committee Members on their page, along with other voting members of the Steering Committee, may elect the new Officer by a majority vote.
- E. If the majority of the Steering Committee Members do not elect an Officer, other candidates will be considered and the Steering Committee will elect the new Officer with a two-thirds majority vote of approval. Third Legacy procedures will be utilized for the election of a qualified Officer. The Coordinators will advise the Committee Members on their pages of the election results.
- F. Any Officer may be removed by a two-thirds majority vote of the Steering Committee, and the reason(s) for the action are to be stated. In the event any Officer no longer meets the qualifications of the position, the Officer shall be removed. Any Qualification for Officer may be waived by a two-thirds vote if not to do so would leave the position vacant.

**QUALIFICATIONS AND RESPONSIBILITIES OF  
THE OTHER STEERING COMMITTEE OFFICERS:**

**ASSISTANT CHAIRPERSON**

**1. QUALIFICATIONS OF ASSISTANT CHAIRPERSON:**

- A. Must have at least four years of continuous sobriety.
- B. Must have previously served at least two years on the Steering Committee.
- C. Must maintain BSO Clearance during term of office.

**2. RESPONSIBILITIES OF ASSISTANT CHAIRPERSON:**

- A. Attend monthly Broward County Institutions Committee General Business and Steering Committee Meetings.
- B. Work closely with the Broward County Institutions Committee Chairperson and be able to fill-in on a temporary basis if or when the Chairperson isn't able to conduct the Committee's monthly meetings or other responsibilities.
- C. Assume responsibilities requested by the Broward County Institutions Committee Chairperson.

- D. In the event the Chairperson is unable, attend the South Florida Area 15 General Service Assembly 1) Treatment Committee and 2) Correctional Committee business meetings and workshops, and give District 9 activity reports to the Area. Pertinent Information obtained at the Quarterly should be passed on to the Committee Members upon return. If attending on behalf of the Chairperson, expenses of up to \$300.00 per Assembly, less reimbursements, if any, for such attendance from another source, verified by written receipt, shall be reimbursed when attendance is outside the tri-county area, such reimbursements to include gas, lodging, food and other traveling expenses. In the event any other Officer fills in for the Chairperson or Assistant Chairperson, such Officer may receive reimbursement as described.
- E. Attend appointments with all facilities when the Chairperson is not available
- F. Maintain contact with all Coordinators and keep the Chairperson advised as to openings and problems.

## **REGISTRAR**

### **1. QUALIFICATIONS OF REGISTRAR:**

- A. Must have at least three years of continuous sobriety.
- B. Must have previously served at least two years on the Steering Committee.
- C. Must have basic computer skills, Internet access, and a working knowledge of any software necessary to perform the duties of the position.

### **2. RESPONSIBILITIES:**

- A. Attend monthly Broward County Institutions Committee General Business and Steering Committee meetings and record changes of all members and meetings by appropriate computer program(s).
- B. Prepare a revised Meeting List of members and meetings for the next monthly business meeting no later than two weeks after the prior meeting, and a Final Meeting list to be printed and available for distribution at the monthly business meeting in a sufficient number of copies for anticipated Committee Members.
- C. Maintain BCIC Meeting Lists, Committer Volunteer Information and Data Sheets, and other records and files and prepare any/all reports requested by the Chairperson.
- D. With the approval of the Steering Committee, purchase needed office and computer supplies such as paper and ink, along with printing and photocopying expenses. Only the Treasurer's approval is necessary for expenditures under One Hundred (\$100) Dollars.

## **RECORDING SECRETARY**

### 1. **QUALIFICATIONS OF THE RECORDING SECRETARY:**

- A. Must have at least three years of continuous sobriety.
- B. Must have previously served at least two years on the Steering Committee.
- C. Must have basic computer skills, Internet access, and a working knowledge of any software necessary to perform the duties of the position.

### 2. **RESPONSIBILITIES OF THE RECORDING SECRETARY:**

- A. Attend monthly Broward County Institutions Committee General Business and Steering Committee Meetings and record minutes of all such meetings.
- B. Make such minutes, and the BCIC Treasurer's Report available to all of the BCIC Steering Committee Members, and to the Chairpersons, Secretaries, and Liaisons of Intergroup and General Service, as soon as approved by the Steering Committee.
- C. When directed by the Chairperson, mail notices and letters to Broward County Institutions Committee Officers, Steering Committee Members, Committee Members, and Liaisons.
- D. Maintain records and files of all documents created by the Secretary, along with the Treasurer's Reports. It is recommended that such be digitally saved in order that such can be passed along to the succeeding Recording Secretary.
- E. Prepare any correspondence requested by the Chairperson.
- F. Purchase postage and other supplies needed to perform duties as outlined with approval of the Steering Committee, to be reimbursed upon submission of written receipt.
- G. Failure to be present at three consecutive Broward County Institutions Committee General Business or Steering Committee Meetings will be considered resignation, at the discretion of the Steering Committee.

## **TREASURER**

### 1. **QUALIFICATIONS OF THE TREASURER:**

- A. Must have at least three years of continuous sobriety.
- B. Must have previously served at least two years on the Steering Committee.

- C. Must have basic computer skills and a working knowledge of any software necessary to perform the duties of the position.

2. **RESPONSIBILITIES OF THE TREASURER:**

- A. Contributions that are received for the Broward County Institutions Committee are to be recorded with accounting as to the source of the contributions. A receipt for each contribution shall be generated and distributed to the contributors by the most practicable method.
- B. Pay necessary and prudent expenses. Expenditures are to be recorded and reported with sufficient detail to inform on how and for what purpose funds were spent, and to obtain and maintain written receipts.
- C. In February of each year, calculate and report to the Steering Committee for approval a prudent reserve to be maintained for the calendar year. A prudent reserve equal to six (6) months of the preceding calendar year's average monthly expenses is suggested, however, may be established from time to time by two-thirds majority vote of the Steering Committee. When the balance of the account is less than the established prudent reserve, the Chairperson and Steering Committee are to be promptly notified.
- D. Contributions, expenses, statement of prudent reserve and operating funds balance are to be reported in the Treasurer's Report with sufficient copies for the Steering Committee in advance of the monthly Steering Committee Meeting.
- E. Once approved by the Steering Committee, the Treasurer's Report is to be given to the Recording Secretary for distribution as required, and sufficient copies should be made for distribution to Committee Members at the next monthly Organizational Meeting.
- F. A Broward County Institutions Committee checking account shall be maintained at a local bank. All checks in excess of One Hundred (\$100.00) Dollars require the signatures of the Chairperson and the Treasurer.
- G. Purchase postage and other supplies needed to perform duties as outlined with approval of the Steering Committee, and to be reimbursed upon submission of written receipt.
- H. Have books available for examination.

**AMENDMENT OF THESE BY-LAWS**

When changes are deemed necessary, these By-Laws may be amended by a two-thirds majority vote of the Broward County Institutions Committee Steering Committee.