

**BYLAWS OF THE
AUSTIN/TRAVIS COUNTY REENTRY ROUNDTABLE
Amended for Approval November 2016**

ARTICLE I – NAME AND PURPOSE

- 1.1** Name. The name of the organization is the “Austin/Travis County Reentry Roundtable” (A/TCRRT).
- 1.2** Purpose. The A/TCRRT, created in April 2004, is a collaborative association of interdisciplinary stakeholders. Our mission is to be a robust, community-wide collaborative and catalyst for systemic change that promotes public safety through effective reentry and reintegration of individuals with criminal histories, including formerly incarcerated persons.
- 1.3** Structure. The A/TCRRT is governed by the Planning Council, achieves its goals and objectives through standing committees and work groups, and receives feedback from Advisory Members.

ARTICLE II – PLANNING COUNCIL

- 2.1** Purpose/Function/General Authority. The Planning Council is a body of stakeholders that provides general oversight of the group and assures that the work of the A/TCRRT is consistent with its mission and vision. The Planning Council’s functions include, but are not limited to: identifying, recruiting, and informing stakeholders; planning and executing A/TCRRT meetings and forums; coordinating committees and work groups; developing strategies and action plans; identifying goals and timelines; ensuring outcomes are met; and providing fiscal oversight, including identifying and securing funding and other necessary resources.
- 2.2** Composition. The Planning Council shall be made up of no more than 25 members and shall include the following:
- a. Four (4) officers (Chair, Vice Chair, Immediate Past Chair, and At-Large Reentry Advocacy Project Representative)
 - b. No fewer than ten (10) seats will be reserved for representatives from local, state, and federal government agencies in recognition of the fact that the A/TCRRT will be most effective by partnering with those agencies that govern or have direct contact with individuals in the criminal justice system
 - c. One (1) seat will be reserved for the designated liaison from the Reentry Advocacy Project (RAP)
 - d. Ten (10) seats will be available for other at-large members, any of which may be taken by government seats above the ten (10) reserved, or may be filled by individuals representing other organizations or individuals seeking to carry out the mission of the A/TCRRT
- 2.3** Qualification. Planning Council members shall be in good standing with the community and demonstrate a commitment to the mission, vision, and work of the A/TCRRT.

- 2.4** Nomination/Election/Removal. All members entering their first term or returning for a nonconsecutive term, with the exception of the RAP liaison, will be recommended by the Nominating Committee and determined by a majority vote of the Planning Council. Each member of the Planning Council will complete a Cooperative Agreement at the beginning of each term, stating they commit to support the A/TCRRT in achieving its goals. Any member may be removed by the Executive Committee if she or he is absent or represented by proxy for three (3) consecutive regular meetings or for exhibiting behavior not consistent with the A/TCRRT mission, vision, and values.
- 2.5** Term. All members are subject to a one-year term limit, with the resulting vacancies being filled annually on October 1st. There is no limitation on the number of times an individual may renew a term of membership, provided the individual is in good standing and renews a Cooperative Agreement.
- 2.6** Vacancies. A vacancy shall be declared upon the resignation, death, or declaration of disqualification of a member. A vacancy shall be filled following the established nomination/election protocol as stated in Article 2.4.
- 2.7** Responsibilities/Expectations. Planning Council members are expected to:
- a. advocate for effective reentry policies and practices in general as well as within the agency(s) or group(s) they represent, if any;
 - b. attend Planning Council meetings, retreats, and forums;
 - c. participate in and support the work of the A/TCRRT as officer, committee member, work group member, through advocacy, or in other meaningful roles;
 - d. identify, recruit, inform, and link people to committees and other A/TCRRT initiatives;
 - e. participate in the development, approval, and implementation of plans, policies, processes, and budgets;
 - f. actively strive to identify and seek resources and funding to ensure A/TCRRT sustainability; and,
 - g. serve as a spokesperson for the A/TCRRT in an official capacity when appropriate and approved by the Executive Committee.
- 2.8** Compensation. Planning Council members shall not receive any form of compensation for their participation or service.
- 2.9** Regular Meetings. Regular meetings of the Planning Council shall be held at such a time and place as shall, from time to time, be determined by the Planning Council. The Planning Council shall meet not fewer than ten (10) times in a calendar year. At least ten (10) days notice of each Regular Meeting shall be given to all Planning Council members.
- 2.10** Special Meetings. Special meetings of the Planning Council may be held at the discretion of the Planning Council Chair or by consensus of one-third (1/3) or more of the Planning Council membership. At least 72 hours notice shall be given to all Planning Council members for each special meeting.

- 2.11** Quorum/Action/Action Without a Meeting. A quorum is one more than half (1/2) of the total Planning Council membership at the given point in time. If a quorum is not present for a meeting, the meeting may adjourn and reconvene one (1) time without further notice. A majority vote in a meeting at which a quorum is present is required for action by the Planning Council. A member may vote in person or by proxy, or may submit a vote via teleconference or other electronic correspondence. In the event of a tie vote, the Chair's vote shall be the tiebreaker. Action may be taken without a meeting, provided the action is submitted in writing, including by email, to each Planning Council member with a minimum of 24 hours response time given. Such action will be considered valid only after a majority vote is cast in favor, provided the quorum requirement has been met. A Planning Council member may appoint a proxy to vote or otherwise act for the Member by signing and submitting a proxy designation form. A proxy appointment is revocable by the Member, or pursuant to Section 2.4 as deemed necessary by the Executive Committee.
- 2.12** Rules of Order. Planning Council meetings shall be conducted in accordance with Roberts Rules of Order.
- 2.13** Conflict of Interest. A member shall abstain from voting on any issue that has potential direct or indirect impact on the organization the member represents. Members shall not represent, in their individual capacity, interests or participate in activities that are contradictory to the mission, vision, and objectives of A/TCRRT.

Whenever a Planning Council member, or the organization he or she represents, has a financial or personal interest in any matter coming before the Planning Council, the Planning Council shall ensure that:

- a. the interest of such Planning Council member, or the organization he or she represents, is fully disclosed to the Planning Council;
 - b. no interested Planning Council member may vote or lobby on the matter to be counted in determining the existence of a quorum at the meeting of the Planning Council at which such matter is voted upon;
 - c. any transaction in which a Planning Council member, or the organization he or she represents, has a financial or personal interest shall be duly approved by Planning Council members not so interested or connected as being in the best interests of the A/TCRRT;
 - d. payments to the interested Planning Council member, or the organization he or she represents, shall be reasonable and shall not exceed fair market value; and
 - e. the minutes of meetings at which such votes are taken shall record such disclosure, abstention, and rationale for approval.
- 2.14** Professional Conduct. Planning Council members shall maintain objectivity and professionalism when carrying out the business of A/TCRRT. It shall be the responsibility of the Planning Council to act as it deems necessary to address unprofessional conduct that is not consistent with the spirit of cooperation and collaboration of the A/TCRRT.

ARTICLE III – PLANNING COUNCIL OFFICERS

- 3.1** Officers. The Planning Council officers shall be the Chair, Vice Chair, Immediate Past Chair, and Reentry Advocacy Project Representative. The officers make up the Executive Committee.

- 3.2** Nomination/Election. The standing Nominating Committee will make recommendations for the nomination of the Chair and Vice Chair annually or in the event of a permanent vacancy of an existing Chair or Vice Chair. The slate of officers shall be presented to the Planning Council for a vote at the September meeting or, in the event of a permanent vacancy, within three (3) months of the vacancy. The chair/vice chair structure is intended to provide continuity of leadership; however, the Vice Chair may not assume the role as Chair without nomination and election by the Planning Council. The Reentry Advocacy Project Representative shall be nominated and elected by the Planning Council at the September meeting after the Chair and Vice Chair are elected for the following year.
- 3.3** Term. Officers shall serve a minimum of one (1) year terms beginning October 1 and ending September 30 of each fiscal year. There is no limitation on the number of years an individual may serve as Chair, Vice Chair, Immediate Past Chair, or Reentry Advocacy Project Representative, provided the Planning Council elects that person for consecutive or nonconsecutive, subsequent terms.
- 3.4** Responsibilities/Expectations of the Chair and Officers. All officers shall attend and participate in Executive Committee meetings. Additional responsibilities of the Chair, Vice Chair, and Immediate Past Chair include:
- a. Chair: The Chair shall preside over all meetings of the Planning Council and Executive Committee (as described in Article 5.1(a)). The Chair shall be responsible for assembling ad hoc committees to address organizational matters that do not fall within the purview of a committee or work group. The Chair shall be the sole supervisor of any person or entity bound by contract to the A/TCRRT. The Chair shall serve as the primary organizational spokesperson or may designate another Planning Council member or staff as spokesperson as may be necessary to effectively address specific issues.
 - b. Vice Chair: The Vice Chair shall preside over meetings when the Chair is absent.
 - c. Immediate Past Chair: The Immediate Past Chair shall preside over meetings when the Chair and Vice Chair are absent, or the Planning Council shall vote to approve a Chair Pro Tem for the necessary term.
 - d. Reentry Advocacy Project Representative: The Reentry Advocacy Project representative shall be a member of the Planning Council and the Reentry Advocacy Project. The representative shall attend Executive Committee meetings, vote on the Executive Committee, and serve as an additional liaison between the Executive Committee, the Planning Council, and the Reentry Advocacy Project.

ARTICLE IV – ADVISORY MEMBERS

- 4.1** Purpose. The purpose of Advisory Members is to have diverse, experienced reentry stakeholders available to counsel, inform, vet, and assist the Planning Council in supporting A/TCRRT’s mission, goals, and activities.
- 4.2** Composition. Advisory Members are key local and state policymakers, past Planning Council members, funding representatives, and others who reflect the diversity of interests, concerns,

organizations, issues, and populations in our community. There is no limit to the number of Advisory Members who may serve the A/TCRRT.

- 4.3 Nomination/Election/Removal. Potential Advisory Members will be recommended by the Nominating Committee and determined by a majority vote of the Planning Council. Advisory Members may be removed by the Executive Committee if they exhibit behavior that is not consistent with the A/TCRRT mission, vision, and values, or any other reason at the discretion of the Executive Committee.
- 4.4 Term. There are no term limitations for Advisory Members.
- 4.5 Responsibilities/Expectations. Advisory Members support A/TCRRT's mission, goals, and activities, including providing expertise in specific situations, serving as liaisons with key policymakers, and assisting with identifying and securing funding or other necessary resources.
- 4.6 Compensation. Advisory Members shall not receive any form of compensation for their participation or service.
- 4.7 Meetings. Advisory Members are not required to attend Planning Council meetings, but may be asked to meet as deemed necessary by the Executive Committee or at the request of the Planning Council.

ARTICLE V – COMMITTEES AND FOCUS AREAS

- 5.1 Standing Committees. All standing committees shall be comprised of Planning Council members only. The A/TCRRT standing committees are as follows:
 - a. Executive Committee: The Executive Committee shall be comprised of the Planning Council officers: Chair, Vice Chair, Immediate Past Chair, and Reentry Advocacy Project Representative. The Executive Committee shall meet at the discretion of the Chair. It has no authority to take action but is responsible for developing and making policy recommendations to the Planning Council, hiring staff and contractors, providing fiscal oversight of the organization's budget and finances, and vetting critical issues for Planning Council discussion.
 - b. Nominating Committee: The Nominating Committee shall be comprised of no less than three Planning Council members, but no more than five Planning Council members, including the Committee Chair. The Nominating Committee shall make recommendations to the Planning Council for all Planning Council members, including officers, government members, and at-large members, as well as Advisory Members, after conducting outreach, vetting, and interviewing prospective members.
 - c. Reentry Advocacy Project. The Reentry Advocacy Project (RAP) advocates for social change and reduces barriers to positive reintegration by actively participating in civic affairs, including presenting to community groups and serving as mentors and role models to other individuals with criminal histories, affirming their efforts, value, and contributions to society. The RAP is not required to report to a Chair or report its activities to the Planning Council. One seat will be reserved on the Planning Council and Executive Committee for the designated liaison from the RAP in compliance with Article 2.2.
- 5.2 Work Groups.

- a. Purpose and Function: Work groups are determined by specific work, tasks, or projects consistent with A/TCRRT's mission that arise according to the current environment, reentry needs, funding opportunities, and staff availability. Depending on the extent of work required, an individual may represent a work group alone or as part of a work group team. To the greatest extent possible, A/TCRRT work groups will leverage the work of existing community committees, collaborations, task forces, and coalitions to continue the work initiated by the work group member(s), while continuing to facilitate discussions, provide input/technical assistance, and assist in related activities as appropriate.
- b. Composition: Work groups are open to A/TCRRT Planning Council members, people with expertise in the subject area of the work group, Reentry Advocacy Project members, and other interested community members. Each work group shall have a Work Group Leader, to be nominated by the Nominating Committee and elected by the Planning Council. Each Work Group Leader must be elected to the Planning Council in compliance with Article II.
- c. Responsibilities/Expectations: Work group members shall work under the direction of the Planning Council and Work Group Leader; develop a work plan consistent with the Planning Council's strategic plan within three (3) months of the formation of the work group or August of each year, whichever is sooner. Those work groups that exist longer than one year shall provide an annual work plan consistent with the Planning Council's strategic plan by August of each year. Each work group shall provide quarterly updates/progress reports to the Planning Council through the Work Group Leader.

ARTICLE VI – PROJECT STAFF

- 6.1 Staffing Needs. The Planning Council may employ temporary, full-time, or contract staff to provide project administration, management, support, or other functions based on the needs of the project and the organization's capacity to fund staffing.
- 6.2 Hiring Process. A/TCRRT is an equal opportunity employer and shall, without discrimination, hire the most qualified candidates via a thorough recruitment, application, screening, and interview process conducted by the Executive Committee.
- 6.3 Responsibilities/Duties. Staff responsibilities and duties shall be specific to the position and posted job descriptions.
- 6.4 Compensation. A/TCRRT shall compensate staff based on wages/salaries that are commensurate for the position and the staff's experience and skill levels, and consistent with the organization's funding capacity.

ARTICLE VII – FISCAL MANAGEMENT, CONTRACTS

- 7.1 Fiscal Agent. The Austin Community Foundation (ACF) is the designated fiscal agent of A/TCRRT.
- 7.2 Fiscal Calendar. A/TCRRT's fiscal year shall begin October 1 and end September 30.
- 7.3 Deposits/Payments. All funds coming to A/TCRRT shall be deposited into A/TCRRT's ACF account. All payments shall be authorized by the Chair via written request through ACF. Requests for payment on authorized expenditures must be approved by the Chair and submitted to ACF with the appropriate invoice or statement for a check to be processed and remitted. If the Chair is not available, the Vice-Chair may authorize payments.

- 7.4** Fiscal Oversight. The Executive Committee, as described in Article 5.1(a), shall provide oversight for all financial matters.
- 7.5** Financial Statements/Reporting. The Chair shall request, at minimum, monthly financial statements from ACF detailing debits, credits and fund balances. Fund balances shall be made available to any Planning Council member upon request to the Chair.
- 7.6** Authorization/Approval of Expenditures. The Chair may authorize, at his/her discretion, necessary organizational expenditures that do not exceed \$250. Prior to committing to any expenditure, the Planning Council shall approve by vote any expense exceeding \$250.
- 7.7** Contracts/Agreements/Memorandums of Understanding. The A/TCRRT may elect to establish contracts, agreements, or memorandums of understanding (MOUs) that are necessary to achieve the mission and vision, complete specific projects, or generate relevant studies. Any and all contracts, agreements, or MOUs shall be presented to the Planning Council for approval prior to A/TCRRT's commitment of resources, payments, or receipt of funds requiring commitment of organizational resources. The Chair, or another Planning Council member designated by the Chair, shall be the organization's signatory for all contracts, agreements, and MOUs. Contracts, agreements, or MOUs involving receipt of funds or payments must be submitted to ACF once the agreements are finalized and the corresponding documents have been executed. All contracts, agreements, and MOUs shall be approved in compliance with the conflict of interest provisions in Article 2.13.
- 7.8** Financial Contributions. Financial contributions to the A/TCRRT shall be made payable to Austin Community Foundation – A/TCRRT. Financial contributions to the A/TCRRT are fully tax deductible provided no goods or services are provided in return for the contribution. If goods or services are provided in return for all or part of a financial contribution, only the amount of the contribution that exceeds the value or cost of goods or services is deductible.

VIII - AMENDMENT OR REPEAL

- 8.1** These bylaws may be amended, altered or repealed by a vote of two-thirds (2/3) vote of all Planning Council members.
- 8.2** The policies and procedures manual may be revised at the discretion of the Executive Committee.

Amended: