

TENNESSEE COMMUNITY RESOURCE BOARD

BY LAWS

Adopted Version: February 1, 2008

ARTICLE I – NAME AND IDENTIFICATION

The name of this organization is the Tennessee Community Resource Board (TCRB). As permitted by TDOC Administrative Policies and Procedures 115.01 Section VI(c)2, the TCRB is a non-profit organization. The principle address of the organization is 2115 Stein Drive, Suite 212, Chattanooga, TN 37421.

ARTICLE II – SUPPORT

The major support of the organization is derived from the public.

ARTICLE III – PURPOSES AND GOALS

The purpose and goals of the Board are to:

- A. Act as an educational liaison between the public and the Tennessee Department of Corrections (TDOC) by keeping TDOC and the Board of Probation and Parole (BOPP) advised on matter of public interest and concern;
- B. Coordinate a network of local parole, probation, and institutional community resource boards on matters of statewide impact;
- C. Investigate and determine which areas of the Tennessee correctional system would benefit most from the implementation of volunteer programs along with suggested means of implementation and to oversees such programs when appropriate;
- D. Perform any and all acts as may be incidental and necessary to the effectuation of the TCRB purposes, objectives and goals;
- E. Coordinate with and assist TDOC and BOPP in developing and utilizing volunteer resources in assisting parolees, probationers, and inmates in reintegrating into society as productive, law-abiding, citizens;
- F. Coordinate with an assist the TDOC and BOPP in developing policies and procedures governing the utilization of volunteers;
- G. Assist the TDOC and BOPP in accomplishing their missions.

ARTICLE IV – MEMBERSHIP

A. Qualifications.

1. The membership of the Board shall consist of citizens representing each of Tennessee's Grand Divisions. Members shall have served as volunteers in corrections or in an academic setting in criminal justice or related fields. Members shall not be employees of the TDOC nor BOPP. The voting membership shall consist of the total membership of the TCRB.
2. According to Tennessee Code Annotated, Section 41-10-105, amended 2000, the TCRB shall be composed of seventeen (17) members. The Speaker of the House of Representatives shall appoint a member of the House to serve on the TCRB and the Speaker of the Senate shall appoint a member of the Senate to serve on the TCRB. The immediate past chairperson shall be a non-voting member of the Board for one year. The TCRB shall consist of a least five (5) members from each of the three Grand Divisions of the State. Members from each Grand Division may elect a chairperson from among its five (5) members.

B. Tenure

1. A member of the TCRB shall serve for three (3) consecutive years or until (s)he resigns, changes residency from Tennessee, dies or after three (3) absences in a twelve month period regardless of reason. The TCRB shall be set up in classes (rotating one person on and one person off as terms expire). One third of the Board will be appointed each year.
2. In the event a vacancy is declared on the Board, the chairperson shall request a nomination to fill the un-expired term of the member of the Board whose position is declared vacant. The nominee shall be elected by a majority vote of the members present at the next scheduled quarterly meeting of the Board after the vacancy is declared. The persons nominated shall be recommended to the Commissioner of TDOC or the Chairman of BOPP for appointment.
3. Upon expiration of their terms of office, Board members shall be eligible for reappointment to successive terms provided they continue to be eligible under TCA 41-10-105 or superseding legislation and they have faithfully discharged the duties and responsibilities as detailed in these By-Laws.

C. Officers

1. An officer of the TCRB shall be a member of the Board during his/her term of office. There shall be a Chairperson, Vice Chairperson, Secretary and Treasurer.

2. The Executive Committee shall consist of the Chairperson, Vice Chairperson, Secretary, Treasurer, and immediate past Chairperson. The Executive Committee convenes regularly between Board meetings on matters of interest to the TCRB, TDOC, BOPP, and/or the State of Tennessee.

D. Board Duties and Responsibilities

The Board shall have responsibility for:

1. The determination, periodic review, and revision as needed of the policies, which guide the activities of the TCRB;
2. The safekeeping of funds donated to the TCRB;
3. The review and revision of the By-Laws as may be deemed necessary from time to time;
4. The election of officers ; and
5. The designation of committees for the TCRB.

ARTICLE V – MEETINGS

QUORUM: A quorum shall consist of one half (1/2) of the voting members of the TCRB with at least one member from each Grand Division. A quorum is necessary to conduct the business of the TCRB and/or approve any action of the TCRB.

A. Annual Meeting of the TCRB

1. **Date:** The annual meeting of the TCRB for the election of officers and the transaction of such other business as may properly come before the meeting shall be held each year on date(s) as designated by a quorum of the members.
2. **Place:** The place of the TCRB annual meeting shall be determined by a quorum of the members of the TCRB. The place so designated shall be specified in the notice of the meeting.

B. Meetings of the TCRB

1. **Dates:** The TCRB shall meet at least quarterly for the transaction of business on dates determined by a quorum of members.
2. **Place:** The place of TCRB meetings shall be determined by a quorum of the members of the TCRB. The place so designated shall be specified in the notice of the meeting.

C. Special Meetings

Special meetings of the Board may be called by the Chairperson upon the request of one third (1/3) of the members. The time and place of special meetings shall be designated by the persons calling for such meeting and shall be conveniently located.

D. Notice of Meetings

Members shall receive notice of the place, date, hour, and direction to the meeting, not less than ten (10) days before the date of the meeting. In the case of special meetings, the notice shall indicate the purpose(s) for which the meeting is being called. Notice may be given in writing, facsimile, or email.

E. Minutes

The minutes of meeting of the TCRB shall be approved at the Board's next regular meeting. A written copy of the minutes shall be provided to each member of the TCRB no later than thirty (30) days after the meeting and shall include an action list.

F. How to Conduct Business

The most recent edition of Roberts Rules of Order shall be the guide at all meetings for any parliamentary procedure not provided for in the By-Laws.

G. Open Meetings

All Board meetings are open to the public.

ARTICLE VI – OFFICERS

A. Titles and General

The Chairperson, Vice Chairperson, Secretary, Treasurer and such other officers as the TCRB may determine, shall be elected annually. The officers must be members of the TCRB. All officers elected by the TCRB shall hold their respective offices **for a term not to exceed two (2) years** and may succeed themselves by one term only unless otherwise specified by a supermajority of the Board at a duly called meeting at which a quorum exists representing a majority of the members of each Grand Division. Vacancies occurring among the officers elected by the TCRB shall be filled at the next meeting.

B. Chairperson

The Chairperson shall be the chief officer of the TCRB and shall exercise all powers and perform all the duties usual to such office. The Chairperson shall have the general management off the business and affairs of the TCRB and shall have such other powers as may be prescribed by the TCRB.

C. Vice Chairperson

In the absence or disability of the Chairperson, the Vice Chairperson shall perform all the duties of the Chairperson, and in so doing shall have all the powers of the Chairperson.

D. Secretary

The Secretary shall keep the minutes of the meetings of the TCRB and shall be responsible for preparing and delivering correspondences from the TCRB to its members, the TDOC Commissioner, the BOPP Chairman, the Director of Volunteer Services, and any interested party having business with the TCRB. (S)he shall be responsible for maintaining the official roll at each TCRB meeting. (S)he shall also be responsible for maintain records of all official correspondence of the Board. (S)he shall perform all other duties usual to the office of Secretary.

E. Treasurer

The Treasurer shall perform all the duties customary to the office of Treasurer and shall have the care and custody of funds and securities of the organization and shall deposit the same with such depositories as the TCRB may designate. (S)he shall maintain the books ocf account and shall perform such other duties and have such powers as may be prescribed or assigned by the TCRB, the Chairperson, or the By-Laws.

F. Nominations

Nominations for officers for the coming year shall be made at the meeting prior to the Annual Meeting. Nominations and seconds shall be taken by the presiding Chairperson from the members at the meeting.

G. Election of Officers

The election and installation of officers shall be held following nominations at the Annual Meeting. Officers shall be elected by majority vote.

ARTICLE VII – FISCAL YEAR

The fiscal year of the TCRB shall be July 1 through June 30 following.

ARTICLE VIII – AMENDMENTS

These By-Laws may be amended, repealed, or added to by two-thirds (2/3) vote of the members of the Board at a duly called meeting at which a quorum exists representing a majority of the members of each Grand Division.

Date of Adoption: February 7, 1997

Revised: August 6, 1994; May 5, 1995; August 11, 1996; February 7, 1997.

Secretary: Ernestine M. Clemons

Chairperson: Michael Rickenbaker

Revised: October 18, 2000; February 5, 2001; April 23, 2001.

Secretary: Harvey A. Branch/ecm

Chairperson: Mary Elizabeth Field

Revised: November 16, 2007.

Secretary: Carole McDonald

Chairperson: Timothy Dempsey