



**BYLAWS OF THE
ROWLETT CITIZEN CORPS COUNCIL
ROWLETT, TEXAS**

As adopted on November 23, 2017 by the Board of Directors

Article I. NAME

- A. The organization shall be known as the "Rowlett Citizen Corps Council", and shall be organized as a non-profit corporation, hereinafter referred to as "RCCC".

Article II. OBJECTIVES AND FUNCTIONS

- A. It shall be the mission of RCCC to harness the power of the citizens of Rowlett, Texas and its affiliated surrounding communities through education, training, volunteer and support services to make the communities safer, stronger, and better prepared to respond to threats of terrorism, crime, public health issues and disasters of any kind.
- B. It shall be the objective of RCCC to unite in one body such citizen volunteer groups, community leadership and disaster organizations that are actively interested in, and desirous of promoting the mission.
- C. RCCC shall at all times be a-political and non-sectarian.

Article III. MEMBERSHIP

- A. Membership in RCCC shall be through the RCCC Board of Directors and Affiliated Programs.
- B. RCCC reserves the right to limit the number of members.
- C. Minimum membership qualifications for RCCC and Affiliated Programs are all of the following:
 - 1. Must complete a positive background check.
 - 2. Must reside or work in the City of Rowlett or an affiliated community. (Program's leadership or City of Rowlett Office of Emergency Management may waive this provision.)
 - 3. Must have no felony convictions
 - 4. Must meet minimum age requirements as set forth by each Affiliated Program.
 - 5. Must have a valid government issued photo ID as age appropriate.
 - 6. Must have an interest in the RCCC mission
 - 7. Must agree to abide by the provisions of the Bylaws and other operational policies of RCCC and Affiliated Programs.
- D. RCCC Affiliated Programs may increase minimum requirements for active members as needed to facilitate training, further the RCCC mission, and ensure effective management of its members.
- E. For the purposes of the RCCC By-Laws, a member is said to be in good standing if they are in good standing with the Affiliated Programs to which they belong. Members not in good standing may not vote or be appointed to committees or offices. Members not in good standing are subject to suspension or expulsion as deemed necessary by the RCCC Board of Directors or Affiliated Programs.
- F. All members shall serve a probationary period of not less than six (6) months during which they have no vote and cannot hold office. Probationary membership converts automatically to regular membership if all training requirements are met and the member is in good standing at the end of the probationary period.

- G. Life Membership may be conferred on a member of an Affiliated Program for distinguished service to the RCCC by simple majority vote of the Board of Directors. Members seeking Life Membership shall meet the following criteria:
1. Member in good standing
 2. Must have a minimum of 10 years of active service
 3. Program Director's recommendation to the Board of Directors
- H. Life Members shall have all the rights and privileges of an active member, but shall not be required to pay dues or meet attendance requirements. However, Life Members shall meet program training requirements in order to be considered active.

Article IV. GRIEVANCES

- A. External grievances - RCCC Affiliated Programs - all external grievances shall be referred to the RCCC President in writing. Upon receipt, the President shall forward the grievance to the appropriate program director for follow up as their organizational policies provide.
- B. Grievances - RCCC Board member - Grievances against a RCCC Board member shall be presented to the RCCC President in writing. The President shall appoint an investigation committee within 5 days of receipt of the grievance. Within 30 days of the appointment, the finding and recommendation of the committee shall be presented to the RCCC Board of Directors for review. The RCCC Board of Directors shall review the recommendations and (1) approve and enforce, (2) set aside or lessen all or a portion of the recommendation.
- C. Internal grievances within any Affiliated Program shall be handled by the respective program in a way approved by their membership. If no policy exists, the procedure shall follow that of section B of this article.
- D. All grievance decisions and recommendations shall be in writing.
- E. Appeals - grievance decisions made within the RCCC or any Affiliated Programs may be appealed in writing to the RCCC President within 10 days of a decision. If the RCCC Board of Directors chooses to investigate the appeal, the procedure in section B of this Article shall be followed.
- F. The RCCC Board of Directors shall be the final authority on all grievances.

Article V. MEETINGS - REGULAR & SPECIAL

- A. Regular Board of Directors meetings shall be held from time to time on a schedule agreed on by the RCCC Board of Directors.
- B. The regular Board of Directors meeting in January, in addition to the regular business of RCCC, shall be for the purpose of the annual corporate officer election of RCCC Board of Directors. This will be a closed meeting. The Vice President of the Board of Directors, or next officer in succession, shall lead the election for President at the meeting. Thereafter, the new President shall assume the chair for the duration of the meeting.
- C. The RCCC Annual Meeting shall be held no later than November 30 of each year for annual election of At-Large Board of Directors members, updates from RCCC and Affiliated Program Officers and any other board-directed business. A quorum shall constitute the number of qualified members present and voting at the meeting.

- D. The President or any Corporate Officer acting for the Board of Directors may call a Special meeting. The Secretary shall notify, in writing or by electronic means, the Board of Directors of the time, place and purpose of the meeting, at least 10 days prior to the special meeting.
- E. The President or any Corporate Officer acting for the Board of Directors may call Emergency meetings. The Secretary shall promptly notify the Board of Directors by all means possible of the time, place and purpose of the meeting with as few as 2 hours notice.
- F. The RCCC may, from time to time, conduct meetings or consent ballots through use of electronic, voice or other technological means in lieu of face-to-face meetings. Minutes shall be taken during such meetings and the results of any votes reported at the next available regular meeting.
- G. All meetings shall be conducted in an orderly and business-like manner. Robert's Rules of Order shall guide and govern all meetings of RCCC.

Article VI. CORPORATE OFFICERS AND THEIR DUTIES

- A. Corporate Officers of RCCC shall include: President, Vice President, Secretary and Treasurer.
 - 1. **PRESIDENT:** - shall preside at all meetings of RCCC, shall appoint all committee chairpersons, and fix their duties, and shall perform any and all other duties as may be required by the Office of President. The President will also be the Chairman of the Board of Directors. The President has the authority to enforce Bylaws provisions, decisions of the Board of Directors, and general oversight of Affiliated Programs.
 - 2. **VICE-PRESIDENT** - shall perform the duties of President in the event of the absence of the President, shall be responsible for programs for regular meetings, and shall perform any and all other duties as may be required by the office of Vice President. Should the President be unable to perform the duties of that office, the Vice President shall act as President until an election can be held to fill the office of President, or until the President can resume the duties of the office. The Vice President will also serve as historian of RCCC, and act as the public relations officer.
 - 3. **SECRETARY** - shall keep the minutes of all meetings of RCCC, attend to all correspondence of RCCC, shall be responsible for notification of Members of all meetings, events and activities, and shall perform all other duties as may be required of the office of Secretary. Should the Vice President be unable to perform the duties of that office, the Secretary shall act as Vice President until an election can be held to fill the office of vice president, or until the Vice President can resume the duties of the office. Should the Treasurer be unable to perform the duties of office, the Secretary shall act as Treasurer until an election can be held to fill the office of Treasurer, or until the Treasurer can resume the duties of office.
 - 4. **TREASURER** - shall collect and account for all contributions, and disbursements. Shall pay all authorized bills by check of RCCC, keep accurate financial records of RCCC accounts, submit a financial report at each regular meeting, prepare and submit an annual financial report, in writing at the January regular meeting, and shall perform any and all duties as may be required by the office of Treasurer. The Treasurer will prepare, or cause to be prepared for filing each year the appropriate tax return with the Internal Revenue Service. Should the Secretary be unable to perform the duties of that office, the Treasurer shall serve as Secretary until an

election can be held to fill the office of Secretary, or until the Secretary can resume the duties of the office.

- B. All Corporate Officers shall be nominated and elected by a majority vote of a quorum at the January regular Board of Directors meeting, and shall hold office for a term of one (1) year or until their successors are elected. Officers shall assume their duties at the regular January meeting at which they were elected to office. Any vacancy during the year shall be filled by a special election to be held at the next regular Board of Directors meeting following the vacancy.
- C. Any Corporate Officer may be removed from office for failure to perform the duties of said office as such. Removal shall require a majority vote of a quorum of the Board of Directors.
- D. All Corporate Officers shall act as members of the Board of Directors of RCCC.
- E. Eligibility: Any regular member in good standing associated with an Affiliated Program, shall be eligible for an elected or appointed Board position.

Article VII. BOARD OF DIRECTORS

- A. The President shall be the Chairman of the Board of Directors.
- B. The Board of Directors shall be empowered to conduct such business and affairs of RCCC not requiring the vote of the members of affiliated programs and any other duties that may be required.
- C. Any Director may be removed from the Board for failure to perform the duties of a Board member as such. Removal shall require a majority vote of a quorum of the Board of Directors.
- D. A quorum shall be two-thirds (2/3) (rounded up) of the Board of Directors, which includes at least two corporate officers.
- E. Term of office for Board of Directors shall be two (2) years commencing on January 1st. Vacancies for At Large positions shall be filled by the Board of Directors at the next regular scheduled Board meeting.
- F. Board Members: The RCCC Board of Directors shall, at a minimum, consist of the following voting members:
 - 1. (6) At-Large members total,
 - a. Three (3) At-Large members shall be elected annually at the RCCC Annual Meeting.
 - b. Voting shall be by a simple majority of members present who are at least 18 years old
 - 2. Directors of Affiliated Programs are considered standing members once confirmed by the Board of Directors.
 - 3. Other Directors appointed by the President and approved by the Board of Directors, such as Chaplain, Parliamentarian, etc.
- G. At-Large members shall be elected in two groups in alternating years to maintain consistency on the Board of Directors. At-Large positions should be referred to as Place 1, Place 2, Place 3, Place 4, Place 5, and Place 6, and have no geographic boundaries. Places 1, 2 and 3 shall be elected in the same year, Place 4, 5 and 6 shall be elected in the alternate year. In the first year of implementation, Place 1, 2 and 3 shall be elected as stated under this section;

Place 4, 5 and 6 shall be elected for one (1) year terms to easily implement the terms of this section.

- H. The President shall solicit nominations for appointed positions in December. The Board of Directors shall confirm all appointments at the January Board meeting to be effective immediately. Appointed Board of Directors shall meet the minimum requirements and serve a term of one (1) year.
- I. The RCCC Board of Directors shall be of sufficient number and composition to carry out the mission and business of the organization as a whole, but not less than 9 in total membership.
- J. The RCCC Board of Directors is charged with oversight of the affairs of RCCC and Affiliated Programs, whereas the RCCC Board of Directors may empower and delegate authority to each Affiliated Program for the well-being of the organization as a whole.
- K. The RCCC Board of Directors is charged with approval of all policies, procedures or standards of the RCCC and its Affiliated Programs.
- L. The primary purpose for the RCCC Board of Directors shall be to govern the fiscal management of the organization, oversee its operations and promote the RCCC mission.
- M. The RCCC Board of Directors authority shall extend to all fiscal matters, and any policy, procedure, or operational issue of the RCCC or Affiliated Programs.
- N. The President may appoint advisors to the Board of Directors to assist in areas of competence. These advisors serve at the discretion of the President, may or may not meet minimum membership requirements or be RCCC members, and are not voting members of the Board of Directors.
- O. A Youth Representative shall be confirmed by the Affiliated Program Director, shall have full voting rights, and shall serve a term of one (1) year.

Article VIII. COMMITTEES

- A. The President shall appoint committee chairpersons and assign duties as required to conduct the business of RCCC. All committees shall consist of an odd number of members, not less than (3) three. Committee members shall be appointed by the chairperson of the committee. Should the purpose or function of the committee be limited to any one specific Affiliated Program, at least one member of that committee must be a member of that Affiliated Program.
- B. The term of any "special committee" appointed by the President will end once the task(s) is completed. The term of all other committees shall expire at the January meeting.

Article IX. FINANCIAL

- A. RCCC, Inc. operates as a non-profit corporation. If the RCCC should dissolve, the RCCC will remit all of its remaining assets first to the remaining Affiliated Programs, and if no Affiliated Programs survive, then second to sponsoring municipalities as appropriate.
- B. Should an Affiliated Program dissolve, all property, assets and equipment purchased with RCCC funds shall be returned to the RCCC.

- C. The RCCC Board of Directors reserves the right to grant, reconsider, override, discontinue or alter any action concerning Affiliated Program funds.
- D. The RCCC Board shall establish a Financial Management Policy governing the expenditure of funds, authority and spending limits, Affiliated Program specific rules and approve such policy at a minimum of once every two (2) years.

Article X. CONFLICT OF INTEREST

- A. Whenever a Director or officer has a financial or personal interest in any matter coming before the Board of Directors, the affected person shall a) fully disclose the nature of the interest and b) withdraw from discussion, lobbying, and voting on the matter.
- B. The minutes of meetings at which such votes are taken shall record such disclosure, abstention and rationale for approval.
- C. All members of the Board of Directors shall complete and sign a Conflict of Interest form within thirty (30) days from the start of their term.

Article XI. RCCC IDENTIFICATION AND EQUIPMENT

- A. Official identification of the RCCC and its Affiliated Programs may consist of an identification card issued by RCCC, bearing an official mark of the RCCC. The associated municipality of the Affiliated Program may jointly issue an ID card if appropriate.
- B. Identification cards, uniforms and equipment that are issued by the RCCC or an Affiliated Program remain the property of the issuing organization. Upon suspension, expulsion or resignation, the volunteer must surrender all RCCC issued property to an authorized RCCC representative. Any person, who has been suspended, expelled, or resigns must cease to use, display or show any and all official RCCC issued identification.
- C. Intentional use of official RCCC identification cards, uniforms or equipment for unauthorized purposes may result in immediate suspension, expulsion or civil penalty.
- D. Use of the RCCC Logo shall be approved by the RCCC President, and the use of Affiliated Program Logos shall be approved by the respective Affiliated Program Director.

Article XII. INDEMNIFICATION

- A. Members of Affiliated Programs must agree to sign a Release of Liability agreement for the RCCC and the City of Rowlett and/or the municipality of the Affiliated Program as a condition of their membership.
- B. Members shall be made aware of their legal rights and potential risks of liability when applying for membership.

Article XIII. BYLAWS AND AMENDMENTS

- A. These Bylaws may only be amended or repealed at a Board of Directors meeting of RCCC, and then only provided that the alteration, amendment, or repeal shall have been proposed at the previous regular Board of Directors meeting and further provided, the

Secretary has notified, in writing, all Directors of proposed changes. Notifications shall be by mail or e-mail, and not less than 10 days prior to the date of the meeting at which the proposed changes shall be brought to a vote.

- B. Modifications to correct spelling, punctuation, grammar, or to clarify the wording without changing the meaning or intent can be approved at the same meeting in which they are initially presented to the Board – no prior presentation or notification is necessary.
- C. A two-thirds (2/3) vote of the Board of Directors is required to approve the proposed Bylaws changes.
- D. Any proposed change voted on and rejected shall be tabled for a period of 90 days.
- E. The Bylaws of the Rowlett Citizen Corps Council, Inc. shall become effective as adopted by a two-thirds (2/3) majority vote of the initial Board of Directors on March 1, 2003 in Rowlett, Dallas County, Texas, and as modified and duly approved at the first regular Board of Directors meeting on April 8, 2003, and modified and duly approved on September 24, 2003, and modified and duly approved on November 11, 2006, and modified and duly approved on October 10, 2008, and modified and duly approved on September 1, 2009, and modified and duly approved on April 30, 2010, and modified and duly approved on November 23, 2017.



Secretary of the Board of Directors

No bylaws nor addendums beyond this line.