



Volunteers In Corrections

Ramsey County Community
Corrections

VIC Bylaws

Updated 3-2021

Article One – Name and Objectives

- **Section 1:** This organization shall operate under the name “Volunteers In Corrections, Inc.” also abbreviated as “VIC”.
- **Section 2:** The Board will actively advocate all aspects of the program by providing assistance in cultivating prospective volunteers, for the needs identified by the staff, clients and volunteers.
- **Section 3:** The Corporation is organized exclusively for charitable, educational, religious, or scientific purposes within the meaning of section 501 (C) (3) of the Internal Revenue Code.
- **Section 4:** VIC Board Mission Statement: To help Justice Involved individuals who have been incarcerated or under supervision in Ramsey County Corrections to successfully reintegrate back into society.

Article Two – Membership

- **Section 1:** Any person with an interest in engaging with Ramsey County Community Corrections Department (RCCCD) supporting Justice Involved individuals. Any employee with at least one year of employment may seek a vacant Staff Representative Board member seat and/or Advisory Board participation.
- **Section 2:** The Prospective Board members will be referred to the VIC Board for approval. Applicants will be voted on by the board. Employees seeking a Staff Representative Board member seat must receive Deputy and/or Supervisory sponsorship prior to submitting a letter of interest to the Executive Committee.
- **Section 3:** The Board should consist of at least seven voting members and not exceed 11 voting members. The board should also consist of at least two staff representatives. These staff shall be a broad representation of the Ramsey County Community Corrections Department (RCCCD).
- **Section 4:** Once elected, Board members are expected to serve no less than two years unless resigned or removed. The maximum participation cannot exceed 15 years served.

Article Three – Officers and Their Election

- **Section 1:** Annual Election of the Board of Directors (BOD) is held at the July annual meeting. Any member of the VIC Board of Directors may self-nominate or nominate another board member for one of the four officer positions; Chair, Vice Chair, Treasurer, or Secretary.
- **Section 2:** The term for each officer position is for two years. Officers are elected during the Annual Meeting of the BOD. Persons serving partial terms of a year shall be treated as having served a full year in the position at the annual meeting.

- **Section 3:** Self-nominations need to include a one paragraph biography stating interest or be presented via email to the board members no later than two weeks prior to the annual meeting. No person shall serve in the capacity of their position for more than two election cycles. After one election cycle of not serving the person may seek the officer position in a subsequent election.

Article Four- Duties of Officers

- **Section 1:** Four officers, elected to two-year terms by the Board of Directors (BOD) from the Volunteer Citizen Board Member community, Chair, Vice Chair, Treasurer and Secretary shall constitute the Executive Committee which will have such emergency powers as granted by the Board.
- **Section 2:** The *Chair* shall generally supervise all Board activities, prepare meeting agendas (10 days in advance), preside over all Board meetings, maintain Board membership records, attend all Fundraising committee meetings, and maintain secondary check signing authority.
- **Section 3:** The *Vice Chair* shall preside at all meetings not attended by the Chair. In the event of the Chair vacating the office prematurely, the Vice Chair shall assume the responsibilities of the Chair until such time that the Board appoints a successor. If neither the Chair nor the Vice-Chair can attend the board meeting, the board shall appoint a temporary Chair for that meeting.
- **Section 4:** The *Treasurer* shall oversee receipt, maintenance and distribution of funds, report regularly all pertinent activity to the Board and serve as a voting member of the Fundraising Committee.
- **Section 5:** The *Secretary* shall record, compile and distribute minutes from Board meetings within 10 business days after the meeting and create a comprehensive minute's archive. The Secretary shall also serve as the Sergeant of Arms and Time Keeper.
- **Section 6:** The VIC Office shall be held by the Ramsey County Community Corrections as the custodian of all files for the Volunteers In Corrections Board and all their activities.

Article Five – Meetings

- **Section 1:** Meetings shall adhere to [Roberts Rules of Order Revised](#) except where that runs counter to the Constitution, the Bylaws, or the Mission of the Board.
- **Section 2:** One-Third (1/3) voting members shall constitute a quorum. The Chair may vote to break or to create a tie. Tied motions fail to pass. A simple majority may pass a vote. Votes may be cast electronically.
- **Section 3:** By a majority vote, the Board of Directors may suspend the rules that interfere with any proposed action, providing this action is not in conflict with the Constitution, Bylaws or fundamental principles of parliamentary law.
- **Section 4:** The Board of Directors shall convene at least six or more times each year. At least 10 days prior to each meeting, the Chair shall have prepared and circulated to all Board members an agenda detailing items the Board will address at this meeting. Board Members who wish to have an item on the agenda must submit it to the Chair at least 15 days in advance of the Board meeting.
- **Section 5:** The Standing Committees shall meet as necessary to achieve all annual and interim goals. Standing Committees shall submit to the Chair at least 15 days prior to Board meetings a written report detailing all pertinent activities since the last meeting.
- **Section 6:** Members will attend all Board meetings. Member(s) unable to attend a meeting must notify the Chair at least 8 hours prior to the meeting unless physically incapacitated. Any unexcused absence may be subject to involuntary removal reviewed by the Executive Committee. Each member who misses three meetings within a calendar year is also subject to Executive Committee review.
- **Section 7:** Unless the Board enacts a special rule, or goes into executive session, all Board meetings shall remain open for observation to all Volunteers In Corrections and RCCCD staff. The Secretary shall

take note of all guest(s) present in the minutes. As part of New Business, the Chair may recognize and allot time for guests to address the Board.

- **Section 8:** The annual meeting of the Board of Directors shall be held in July immediately prior or consecutively to the regular meeting of every year. At this meeting, the Board will approve Board members and appoint Officers to two-year terms by secret ballot in the event that more than one candidate seeks the same seat.

Article Six-Committees

- **Section 1:** The Chair shall include an item on the agenda of the meeting immediately following the Annual Meeting of the Board of Directors appointing the following two Standing Committees: Scholarship Committee, Fundraising Committee, and other Ad Hoc Committees. The Board may affirm these appointments with a simple majority.
 - **Sub Section A:** The Executive Committee shall maintain an annual review of the Bylaws and Constitution and describe the roles of Officers and Committees.
 - **Sub Section B:** The Executive Committee shall interview and present for approval a pool of potential Board members and Officers on a rolling basis.
 - **Sub Section C:** The Scholarship Committee may solicit scholarship candidates; oversee the scholarship application process, set scholarship standards, track recipients and guarantee dissemination of scholarship funds.
 - **Sub Section D:** The Fundraising Committee shall prepare grant applications; develop, coordinate and carry out fund raising activities and establish fundraising targets.
- **Section 2:** The Chair may, at their discretion or on recommendation from the Board, create an Ad Hoc Committee and appoint a Committee Chair among any of the board members to address projects outside the realm of the Standing Committees.
- **Section 3:** The Chair shall act as an Ex-Officio member of all committees and, unless this committee enacts a special rule, shall have no vote and will not impact or affect the status of a quorum.

Article Seven – Dissolution Clause

- **Section 1:** “Upon the dissolution of the corporation, the Board of Trustees shall, after paying or making provision for the payment of all of the liabilities of the corporation, dispose of all the assets of the corporation exclusively for the purpose of the corporation in such a manner, or to such organization or organizations organized and operated exclusively for charitable, educational, religious, or scientific purposes as shall at the time qualify as an exempt organization or organizations under section 501 © (3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law) as the Board of Trustees law shall determine”.