

Chapter: Community Resource Councils
Title: Establishing the Council

Effective Date: 10/7/08, T-10

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Replaces: VLS.07.01, 11/01/01

ACA Standard(s): 4-JCF-6G-01, 6G-14
Implements: GAP.81.45

(a) **Policy.**

A community resource council is a committee of citizens, representative of the community, and serves as a link between the Texas Youth Commission (TYC) facility/program and the community.¹ These councils are established as nonprofit corporations and dedicated for the sole benefit of the youth served by TYC in the local area.

Citizens with a demonstrated interest in and knowledge of the problems of juveniles will be recruited to serve as members of the community resource councils and will advise facility administrators on matters relating to policy and problems in facility operation. To a greater degree, these councils will be established to provide resources and opportunities that enrich the lives of the youth served by TYC.

The councils will facilitate open communication between the TYC facility and the community and promote the involvement of the community in TYC programs.

(b) **Procedures.**

- (1) TYC and its facilities will maintain cooperative relationships with each community resource council. TYC will extend certain services, resources, and supplies to the council.
- (2) The manager of volunteer services will facilitate the establishment of a community resource council in each city where TYC operates a program.
- (3) Each community resource council will write and adopt bylaws, develop an annual budget and fundraising plan, and determine strategic goals to govern operations. The bylaws, budget, and other official council documents are kept on file by the community relations coordinator
- (4) In compliance with the Texas Non-Profit Corporation Act, the community relations coordinator serves as the registered agent for the council and his/her office as the registered site.
- (5) To establish nonprofit status, councils must obtain a Certificate of Incorporation from the Secretary of State or apply for chapter affiliation with the State Volunteer Resource Council for Texas Youth (SVRC).
- (6) Councils must establish and maintain tax-exempt status with the Internal Revenue Service or apply for chapter affiliation with the SVRC for Texas Youth.
- (7) Councils must establish and maintain tax-exempt status with the Texas Comptroller or apply for chapter affiliation with the SVRC.
- (8) Each council will hold at least one regular business meeting per year.¹ The community relations coordinator will facilitate these meetings and assist council leaders in carrying out business objectives.
- (9) Councils will maintain official documentation on file at the registered site in accordance with relevant regulations issued by the Texas Secretary of State and the Internal Revenue Service. The community relations coordinator will send copies of each month's agenda, meeting notice and minutes, and financial report to the manager of volunteer services.

¹ ACA standard 4-JCF-6G-01

- (10) Councils will maintain a council roster with names of members and officers, contact information, term of office, and community resource represented. The community relations coordinator will provide a copy of the council roster to the manager of volunteer services, facility administrator, and each member of the council.
 - (11) The community relations coordinator will provide council members current information about agency policy/programs at each business meeting.
 - (12) Council members will be given the opportunity to contribute suggestions regarding the establishment of policy and procedure for the volunteer service program.² Meeting minutes should reflect all such suggestions.
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² ACA standard 4-JCF-6G-14