

Chapter: Community Involvement	Effective Date: 2/1/23
Title: Community Resource Councils	Page: 1 of 2
Implements: GAP.385.8145	Replaces: VLS.05.01, 10/7/08 VLS.05.03, 10/7/08 VLS.05.04, 10/7/08 VLS.05.05, 10/7/08

(a) **Standard.**

A community resource council serves as a link between TJJD and the community. These councils are established by local community members as nonprofit corporations and dedicated for the sole benefit of youth committed to the care and custody of TJJD and may not be for the benefit of the council or TJJD.

(b) **Procedures.**

(1) **Council Responsibilities.**

- (A) TJJD may facilitate a cooperative relationship with a community resource council if the council remains current in its requirement to file the electronic information notice (e-Postcard) and tax returns with the IRS and maintains the following:
- (i) written and adopted bylaws, an annual budget and fundraising plan, and strategic goals to govern operations;
 - (ii) a registered agent and registered site for the council, in compliance with the Texas Non-Profit Corporation Act;
 - (iii) certificate of incorporation from the Office of the Texas Secretary of State;
 - (iv) tax-exempt status with the Internal Revenue Service and the Texas Comptroller of Public Accounts;
 - (v) all records, books, and annual reports of the financial activity of the council on file at the registered site of the corporation in accordance with relevant regulations issued by the Office of the Texas Secretary of State and the Internal Revenue Service;
 - (vi) council roster with names of members and officers, contact information, term of office, community organization represented (if applicable), and summary of the resource opportunity the organization may provide to benefit the youth;
 - (vii) true and accurate current financial records with full and correct entries made for all financial transactions of the council, including all income and expenditures, in accordance with generally accepted accounting practices and the Texas Nonprofit Corporation Act;
 - (viii) a bank account to support council activities; and
 - (ix) an annual financial report for the preceding fiscal year, in accordance with [Section 22.352, Business Organizations Code](#), that is filed with the Secretary of State in accordance with [Section 22.356\(c\), Business Organizations Code](#).
- (B) The council will provide the program manager over volunteer services or designee with a current member roster with contact information for each member as frequently as this information is updated. The roster must designate an individual as the primary contact for the council.

(2) **Staff Involvement.**

- (A) The community relations coordinator oversees the receipt of non-cash donations from the council in accordance with [VLS.09.01](#).
 - (B) The community relations coordinator at each facility serves as the TJJD liaison to the council in the local area and may serve only as an ex-officio (i.e., non-voting) member.
 - (C) Except as described by (2)(B) above, current TJJD employees may not serve as members on the council.
 - (D) TJJD employees may not share any youth information with individuals not authorized to receive it, including any council members who are not enrolled as volunteers.
 - (E) At the direction of the facility superintendent, the community relations coordinator:
 - (i) may provide tours, literature, and presentations to prospective council members to promote their interest in and understanding of TJJD;
 - (ii) may support the council by participating in council meetings and activities;
 - (iii) provides council members current information about TJJD policies or programs and gives council members the opportunity to contribute suggestions regarding the volunteer service program;
 - (iv) begins the enrollment process for council members who wish to serve as volunteers; and
 - (v) facilitates a memorandum of understanding between the council and TJJD to coordinate resources and opportunities to enrich the lives of youth served by TJJD. The memorandum of understanding must be executed at least biennially and must include, at a minimum:
 - (I) a list of documents, materials, or information determined by TJJD to be necessary to verify compliance with the requirements in [\(b\)\(1\)\(A\) above](#) (account reconciliation, financial statements, copy of the certificate of incorporation, etc.);
 - (II) standardized procedures for the council to receive requests to provide families of TJJD youth with financial assistance for travel expenses related to authorized visitation at a TJJD facility;
 - (III) a standardized method for calculating the amount of financial assistance to be provided to a family for visitation;
 - (IV) processes for reporting council activity to TJJD;
 - (V) a provision requiring at least one council member to be enrolled as a volunteer;
 - (VI) ethical and legal obligations of the council; and
 - (VII) provisions regarding termination of the memorandum.
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