

**BYLAWS OF
Boone County Offender Transition Network**

ARTICLE I

Name

The name of the organization shall be the Boone County Offenders Transition Network Inc. (hereafter referred to as BCOTN).

ARTICLE II

Mission

The mission is to promote a healthier and safer community by creating and maintaining an effective network of services that addresses the needs of offenders.

ARTICLE III

Membership and Meetings

1. Membership in BCOTN is open to individuals and representatives of all organizations that support community re-integration of former offenders. This includes: family support, housing, drug and alcohol treatment services, employment, and education. In addition, members shall be advocates to explore, encourage and develop informal and formal networks that support the organization's mission.
2. BCOTN member shall conduct themselves in a manner that is cordial, courteous, and professional. Conduct that interferes with operations discredits BCOTN and its activities or that is offensive to clients or other representatives shall not be tolerated.
3. Future meeting dates, times and locations shall be set by the membership.

ARTICLE IV

Board of Directors and Finances

1. The Board of Directors shall be composed of 12 members: four at-large from the BCOTN membership; three from core partners (member organizations with the ability to serve as fiscal agents for grant administration) and five representing each BCOTN community support team (standing committees) to address housing, education, employment, parenting, drug and alcohol treatment.
2. The Board of Directors at any time shall have the authority to terminate any contracts or instruments.
3. The board of directors has the sole authority to authorize loans on behalf of BCOTN.

Bylaws Draft B

4. BCOTN funds shall be deposited in such bank or other financial institutions as the Board of Directors shall direct. Such funds shall be expended in accordance with the annual budget or required by grantors. Disbursements shall be made by checks signed by the fiscal agent as designated by the chair and a Board of Directors' designee. The fiscal year shall be defined as July 1 to June 30.
5. Appropriation or expenditure of money or disposition of BCOTN property shall not be made for any other purposes than to satisfy its legal obligations, except by resolution adopted by the Board of Directors.

ARTICLE V

Officers and Duties

Officers: The Chair, Vice Chair, Secretary and Treasurer shall be elected by the membership in January each year and take office immediately after election. Directors may be re-elected. The first set of elected officers shall serve until the January following their election. Officer nominations may come from the floor.

1. The chair shall be the principal officer and preside at board and BCOTN meetings. The chair shall set the agenda for board and BCOTN meetings and shall perform other duties incidental to the office or as assigned by BCOTN or its board.
2. The vice chair shall assist the chair in all BCOTN activities, preside over the board and BCOTN meeting meetings when the Chair is absent and fulfill other duties as assigned by the chair.
3. The secretary shall A) chair the BCOTN meeting in the absence of the chair or vice chair; B) keep records of the regular meetings and report the minutes at the following minutes; and C) Handle correspondence, news releases, and agenda of future meetings.
4. The treasurer shall A) chair the BCOTN meeting in the absence of the chair, vice chair and secretary; B) receive and deposit all monies for the organization; C) Pay all bills within 30 days; D) Prepare an account statement for the board, and E) Prepare books to be audited by an ad hoc committee of three board members appointed by the chair. The ad hoc committee shall report its findings for the immediately previous July 1 to June 30 fiscal year by the August board meeting.

ARTICLE VI

Executive Committee

1. The Executive Committee shall be composed of the officers and be empowered to make emergency decisions when a vote by the entire board is not feasible. The decision to convene the Executive Committee for the purpose of enacting a BCOTN decision may be made by any board member.
2. The Executive Committee may authorize any officer or agent to execute and deliver appropriate contracts and other instruments in the name of and on behalf of the BCOTN board as long as such action is consistent with the by-laws.

ARTICLE VII

Conflict of Interest Statement

No member shall participate in any discussion or vote on any matter in which he or she or a member of his or her immediate family or organization has a potential conflict of interest due to the material economic involvement regarding the matter being discussed. When such a situation presents itself, the individual must announce his or her potential conflict, disqualify him or herself, and be excused from the meeting until discussion is over on the matter involved. The chair of the meeting is expected to make inquiry if such conflict appears to exist and the member has not made it known.

ARTICLE VIII

Inspection of Books and Records

All records and books of BCOTN are available for inspection at the BCOTN office.

ARTICLE IX

Parliamentary Procedure

The rules contained in the current edition of *Robert's Rules of Order, Newly Revised* shall govern BCOTN in all cases provided they are not inconsistent with the bylaws and any special rules of order BCOTN members adopt.

ARTICLE X

Amendment of By-Laws

BCOTN bylaws may be altered, amended, or repealed, and new bylaws adopted at any BCOTN membership meeting by an affirmative vote of two-thirds (2/3) of those present provided that due notice of the proposed changes in the bylaws has been provided the membership at least fifteen (15) calendar days in advance of the meeting at which the amendment(s) are to be considered.

ARTICLE XI

Dissolution of the Corporation

BCOTN is organized exclusively for charitable and/or educational purposes, including for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501 C 3 of the Internal Revenue Code, or corresponding section of any federal tax code.