

## **Policies and Procedures for The Development and Operation of Councils of the Recycling Alliance of Texas**

The Recycling Alliance of Texas forms councils to address particular needs, interests and timely issues of its members who share common concerns and unique recycling experiences. As a membership service, the councils advance the missions and goals of the Recycling Alliance of Texas.

The purpose of the Alliance's Councils is to facilitate the exchange of information among Alliance members interested in the same issues statewide, to serve as a technical resource to the Alliance for policy development, and as a membership recruitment and leadership development channel to the Alliance. Councils shall function to provide members:

- a) Information sharing on issues of common interest to council members;
- b) Input to Alliance work groups and committees on policies and procedures requiring Alliance Board action;
- c) Input to Alliance general communications to members (including newsletters web sites, etc.);
- d) Networking (representation and participation) with other councils and committees and other affiliated organizations; and
- e) Training and services of specialized interest to council members and to the general membership either at the annual Summit and/or other venues.

The purpose of these guidelines is to provide a procedure for the Alliance for the formation/establishment of Councils and to provide a framework for the functioning of established Councils.

### **Part One: Council Formation, Organization and Dissolution**

- 1) A new council may be organized on any issue of common concern to Alliance members. It may be formed in one of three ways:
  - a) By the Alliance: The Board of Directors appoints initial leadership and establishes the Council's mission and goals.
  - b) By Petition of Alliance Members: Any group of Alliance members may petition the Alliance Board of Directors, in writing, to recognize a council. Such a petition shall designate who the council leaders are proposed to be, who will be the official Alliance liaison(s), number of members interested in forming the council and what the council's stated mission, goals, and activities will be.
  - c) By Petition of an Existing Independent Organization's Members: Any existing organization with goals similar to or complimentary of the Alliance may petition, in writing, to become a Council of the Alliance. Such a petition shall designate who the council leaders are proposed to be, who will be the official Alliance liaison(s), number of members

interested in forming the council and what the council's stated mission, goals, and activities will be. The petition will also include an audited financial statement of assets and liabilities, a

- d) Statement of transfer of said assets and liabilities, and a statement of dissolution of the independent organization unless an exception is made and approved by the majority of the Alliance Board of Directors...
  - e) Upon receipt of such a petition, the majority of the Alliance Board shall approve, amend or reject the petition to recognize that group as a council of the Alliance within 90 days of receipt of the petition or at the next regularly scheduled Board meeting that is at least 30 days after receipt of the petition. In the event the petition is amended or rejected, the reasons shall be prepared in writing and delivered to the petitioner and made available upon request to any Alliance member.
- 2) The majority of the Recycling Alliance of Texas Board of Directors may take official action to dissolve a Council as a body of the Alliance at any time it deems that Council is no longer operating in a manner consistent with the Alliance's mission and priorities. The Alliance will notify the Council in writing of any such inconsistencies. The Council will have the right to address the dissolution recommendation with the Alliance Board of Directors before final action is taken. If a Council elects to reorganize as an entity independent of the Alliance, it must give the Alliance Board of Directors adequate notice to discuss how this action will impact the Alliance and the Council's future operations and member services.
  - 3) In accordance with these guidelines, each council shall be responsible for setting its own internal procedures for governance, including but not limited to: election of a steering committee, voting practices, quorums. All participating members shall be given the opportunity to vote for council steering committee members.
  - 4) A Council's mission and goals shall reflect those of the Recycling Alliance of Texas. Each council shall establish in writing and periodically review its mission or statement of purpose and goals. The Alliance Board of Directors or its designated representative shall review council missions and goals for consistency with the Alliance's overall strategic plan.
  - 5) Alliance membership is a prerequisite to council membership. Alliance members are not limited in the number of councils they may join. The Alliance membership recruitment efforts shall profile councils as a member service and will provide information on how to join a Council. Current Alliance members may notify the Alliance office of their desire to join a council. Alliance membership includes one council membership. Additional council memberships require an additional fee as listed on the alliance membership form. Persons who do not join the Alliance are welcome to attend council

meetings, but they are not eligible to vote or direct council activities, and neither the alliance nor the councils are obligated to send them notices of subsequent meetings. The Alliance's member records will indicate any council affiliations.

- 6) Alliance councils shall participate with staff or the Alliance Board's designated representative in the development of annual work plans and budgets that are reviewed by the Alliance Board of Directors within the annual Draft Budget process.
- 7) Each council steering committee shall designate at least one liaison(s) to assist in coordinating council activities and positions with the Alliance board, committees, and other councils, affiliate organizations and staff. The liaison need not be a steering committee member

**Section I was adopted by a unanimous vote of the Board of Directors at their October 29, 2003 meeting.**

#### **Part Two: Council Duties**

- 8) Councils shall hold regularly scheduled elections to elect steering committee members, Within 12 months of a new Council's formation, Councils shall develop and submit to Alliance staff (or the Alliance Board's designated representative) their own operational guidelines, which at a minimum shall include a procedure for electing, removing and replacing steering committee members and officers.
- 9) Council steering committee member responsibilities shall be to:
  - a) Generally ensure that the Council adheres to the procedures set forth in these Guidelines.
  - b) Ensure that Alliance staff and/or The Alliance Board's designated representative are informed and invited to participate in Council and steering committee meetings in order to facilitate effective staff support to Councils.
  - c) Send copies of all notices and agendas, minutes or summaries of meeting to Alliance staff and/or the Alliance Board's designated representative.
  - d) Provide Alliance staff a list of current steering committee members (including name, address, phone and FAX, duties and terms of office).
  - e) Review Alliance board minutes and other Alliance information with council leadership.
  - f) Receive Alliance mailings and maintain communications between the council members and the Alliance.
  - g) Draft the councils annual work plan and budget.
  - h) Notify all council members of council meetings.

### **Part Three: Council Activities**

Councils shall actively support the Alliance's membership recruitment efforts.

- 10) All communications developed and disseminated by a council must include the Alliance logo and an identifying statement such as :

“...A program of the Recycling Alliance of Texas” or  
“Affiliated with the Recycling Alliance of Texas”

- 11) The Alliance shall provide to the Council steering committee updated membership lists on a quarterly bases. This information will be made available to the council with the following stipulation: “It is the policy of the Alliance that membership list information, in whole or in part, which is provided to an Alliance council shall be used only for Alliance Council activities and shall not be used, given, loaned, copied, sold or otherwise made available (either in paper or disc format) to any individual, agency, business, or organization without prior authorization of the Alliance Board of Directors.
- 12) The format and editorial content of the council's printed information shall be determined by the council, but must remain consistent with adopted Alliance policies. Drafts of all major printed materials must go through the Alliance staff or the Alliance Board's designated representative for review prior to their release. It is understood both that the Council will develop, and the Staff and Board representative will review such materials using their best judgement and good faith. Any feedback from this review process will take no longer than 30 business days to be returned to the Council, and if not returned by then, it will be assumed that distribution of the materials may proceed.
- 13) Councils are encouraged to recommend positions on Alliance policies and procedures. Councils shall not engage in any political lobbying activities unless these activities are included and/or approved by the Alliance Board.

### **Part Four: Council Finances**

- 14) Councils shall follow the same procedures established by the Alliance Board of Directors to govern other Alliance program's and committee's finances. Each council shall submit to Alliance staff and/or the Alliance Board's designated representative a proposed annual budget and work plan, which outlines the project activities the council has chosen to work on in the coming fiscal year. Included in these work plans shall be an outline of fundraising activities; the fundraising plan shall be developed in collaboration with the Alliance staff. The Council budget must include the recovery of direct and indirect Alliance expenses associated with Council activities.

- 15) Alliance staff will provide each Council with a quarterly accounting of the Alliance's finances, and include a breakout of council income and expenses. Revenue derived from new memberships electing to join the council will be recorded in the Council's fund at this time. Any council surplus revenue at the end of the fiscal year first will be utilized to cover any deficits that may have been incurred by the Council and then be rolled over into the next fiscal year's Council budget. All interest earned by Council funds shall revert to the General Fund of the Alliance, on a quarterly basis, to cover the indirect cost of administering council bank activities.
- 16) All revenues raised for Council activities by individual councils shall be used to cover the budgeted costs incurred by that Council. These revenues shall be deposited in a bank account at the same banking institution as where The Alliance Funds reside unless a special waiver has been approved by the majority of the Board of Directors.
- 17) Funds will be distributed by the Alliance to cover a council's expenses or reimbursement to council members only if documentation is provided, prior to payment, in the form of a written signed approval, approved invoice, or approved expense statement by the Council President or Treasurer. Receipts must be turned in with a copy of the approval form. Reimbursement checks will be sent out within five business days. An individual may not approve his or her own expenses.
- 18) Petty cash may be obtained up to \$250 at one time. Receipts must be turned in 30 days of being expended with the balance being retained by the council or returned at any time to be deposited back into the council account. Once all receipts have been received from the previous request another amount of up to \$250 may be requested by either the Council President or Treasurer.
- 19) Councils may develop funding proposals to offset costs for specific services such as periodic communications, educational materials, workshops and meetings or other programs Councils might develop. All such funding proposals shall be developed in coordination with the Alliance staff and provide for both direct and indirect Alliance costs at a percentage to be agreed upon by staff and Council leadership.
- 20) In addition, upon a Council's recommendation, the Alliance Board of Directors may establish a fee to offset the costs of delivering specialized service to Council members. The Council leadership and the Alliance Board of Directors will mutually determine the terms and structure of this fee.
- 21) All funds raised by or on behalf of any council are Alliance funds and shall be managed by the Alliance in accordance with Alliance practices for managing funds from other sources and pursuant to sections 14 – 17 above. A council

will not have direct access to Alliance funds or accounts. If a council decides to leave the Alliance and establish itself as a totally independent body apart from the Alliance, then all funds shall remain with the Alliance.

22) A council's unexpected expenses and budget over-runs will not exceed 15% of the approved yearly budget without a budget amendment and specific approval by the Alliance Board of Directors.

### **Part Five: Modifying These Policies**

23) The process to review, amend or modify these Policies and Procedures may be initiated at any time by the Alliance Board of Directors or the Council leadership. If initiated by the Council leadership, notification in writing must be made to the Alliance Board of Directors and the leadership of any other council. If initiated by the Alliance Board of Directors, notifications, in writing must be made to all councils. The majority of the Alliance Board of Directors shall approve amendments or modifications to these policies and procedures.

These Council Policies and Procedures were adopted by a unanimous vote of the Board of Directors in office at a meeting held on the 9<sup>th</sup> day of January 2008.

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Greta J Calvery, Secretary