



**Pitt Resource Connection
GUIDELINES
Revised 10/4/2010**

- I. NAME – The name of the entity shall be Pitt Resource Connection (PRC), a program of the REAL Crisis Intervention, Inc.
- II. DURATION – The period of duration of the Entity shall be “Perpetual”.
- III. MISSION: A collaboration of organizations committed to sharing information and linking resources to meet community needs.
- IV. PURPOSE – The purpose of Pitt Resource Connection is to:
 1. Enable agencies to better serve people with basic human needs in Pitt County.
 2. Maximize, coordinate and link resources among government, non-profit community service organizations and non-profit, faith-based service organizations and qualified (as determined by PRC) for-profit service organizations.
 3. Promote collaboration and communication among agencies in Pitt County and the surrounding area.
- V. VOTING PROCEDURES
 1. A quorum, consisting of those present and voting, with the exception of revising the Guidelines (see ¶VIII).
 2. Motions can be carried by a simple majority.
 3. Debate and voting procedures shall be governed by *Roberts Rules of Order*.
- VI. MEMBERSHIP
 1. Voting Membership:
 - a) Voting membership is limited to government or non-profit community or faith-based organizations providing services in Pitt County.
 - b) Each participating organization shall be considered a member and is entitled to one vote.
 - c) Participation is contingent upon the organization presenting a signed Memorandum of Understanding with Pitt Resource Connection.
 - d) Participation is contingent upon the organization/individual presenting a signed Conflict of Interest statement with Pitt Resource Connection.

- e) Each participating agency may send as many representatives as it deems appropriate to PRC meetings. Voting is limited to one representative as designated by the organization.
 - f) Voting members are entitled to use all products of Pitt Resource Connection.
2. Associate Membership:
- a) Associate membership is reserved for organizations which are for profit and which have a direct interest in or program to meet the needs of disadvantaged residents of Pitt County.
 - b) Associate members may attend and be heard at meetings, but serve without vote.
 - c) Participation is contingent upon the organization presenting a signed Memorandum of Understanding with Pitt Resource Connection.
 - d) Participation is contingent upon the organization/individual presenting a signed Conflict of Interest statement with Pitt Resource Connection.
 - e) Each participating organization may send as many representatives as it deems appropriate to PRC meetings.
 - f) Associate members are entitled to use all products of Pitt Resource Connection.
 - g) Associate Members may serve as an ex-officio member of the Advisory Board.
3. At Large Participant:
- a. At Large Participants are individuals who are not represented by a non-profit, government or faith based organization but expresses an interest to participate in the PRC network.
 - b. At Large Participants will be required to sign an At Large Participant Memorandum of Understanding and Conflict of Interest Policy statements.
 - c. The At Large Participant will be a non-voting member of Pitt Resource Connection.
 - d. The At Large Participant may serve as an ex-officio member of the Advisory Board.

VII. STANDING COMMITTEES

1. THE ADVISORY BOARD

- a) Purpose – The purpose of the Advisory Board shall be to operate the entity in accordance with the policies set by the general membership.
- b) Size – The number of directors shall not be less than ten (10) and no more than fifteen (15) as elected by the voting membership of Pitt Resource Connection.
- c) Compensation – Members of the Advisory Board shall not receive any compensation other than reimbursement of expenses for their services.
- d) Meetings

- i. The Advisory Board shall meet at least four (4) times during every twelve (12) months period at a place designated by the President of the Advisory Board.
 - ii. The members shall be advised of the four (4) meetings by the Secretary at least one (1) week prior to said meeting.
 - iii. Other meetings may be convened at the discretion of any member of the Advisory Board.
 - iv. The members shall be advised of any other meetings beside the above mentioned four (4) meetings at least three (3) days prior to the meeting.
- e) Voting
- i. A quorum shall constitute one half of the filled Advisory Board positions.
 - ii. Motions can be carried by a simple majority of the Advisory Board members present.
 - iii. Debate and voting procedures shall be governed by *Roberts Rules of Order*.

2. THE EXECUTIVE COMMITTEE

- a) PURPOSE – The purpose of the Executive Committee is to confer on policies and procedures and to report to the Advisory Board or to the general membership as deemed appropriate by the Advisory Board.
- b) Membership – The membership of the Executive Committee shall consist of:
 - i. All current elected and serving officers
 - ii. Immediate past president or past vice-president if the past president is unavailable.
 - iii. Two members of the Advisory Board as elected by the Advisory Board.

3. THE FINANCE COMMITTEE

- a) Purpose – The purpose of the Finance Committee shall be to:
 - i. Develop and report the budget to the membership and to the Advisory Board.
 - ii. Establish and maintain accounts for the entity.
 - iii. Develop grant applications and/or other funding proposals on behalf of the entity.
- b) Meetings – The Finance Team shall meet at the direction of the Advisory Board.

4. THE MEMBERSHIP COMMITTEE

- a) Purpose – The purpose of the Membership Committee shall be to:
 - i. Recommend policies for participation in the entity, including memoranda of understanding with the various agencies.
 - ii. Record the list of members as set forth in ¶IV)
 - iii. Encourage attendance at meetings.

b) Meetings – The Membership Committee shall meet at the direction of the Advisory Board.

5. THE DATA MANAGEMENT COMMITTEE

- a) The purpose of the Data Management Committee shall be to:
- i. Develop and monitor the entity's website for display of agencies and services rendered.
 - ii. Develop and monitor the collection of data as provided by member agencies to record the nature and levels of services rendered in Pitt County.
 - iii. Provide training and guidance on the use of the entity's websites and/or other data retrieval media.
- b) Meetings – The Data Management Committee shall meet at the direction of the Advisory Board.

VIII. OFFICERS

1. The officers of Pitt Resource Connection are:

- a) President
- b) Vice President
- c) Secretary
- d) Treasurer

2. Duties of the Officers

- a) President – shall preside at all meeting of the Advisory Board. The President shall appoint chairpersons of committees with the approval of the Advisory Board and monthly meetings.
- b) Vice President – to assist the President in every way possible. He/she should preside over meetings when the President is unable to be present.
- c) Secretary – shall record all the proceedings of the Advisory Board, give notice of meetings and conduct necessary correspondence of the Advisory Board.
- d) Treasurer – shall inform the general membership of the funds, receipts, and disbursements of the Entity at scheduled meetings.

3. Tenure of the Officers – The Officers of the Advisory Board shall serve for a term of twelve (12) months, and may be elected for additional term by the general membership.

4. Vacancies – Vacancies shall be filled by the appointment of the President, with the assistance of the remaining Advisory Board members for the unexpired term only. Advisory Board members may be removed from the Advisory Board by a majority vote of the members of the Advisory Board, if deemed necessary.

IX. GUIDELINE CHANGES – The PRC Guidelines may be repealed or amended by a majority vote of the members at any meeting at which 1/3 (one-third) of the membership is present; providing however, no such action shall change the purpose of the Pitt Resource Connection

so as to impair its rights and powers under the laws of North Carolina, or to waive any requirements of bond or any provision for the safety and security of the property and funds of the Entity's eligibility for tax exemption under IRS Codes, Section 501 (c) (3).

X. FISCAL YEAR – The fiscal year will be from January 1 through December 31.

XI. NON-DISCRIMINATION POLICY

Pitt Resource Connection will not discriminate by race, color, creed, national origin or sex. All purposes are restricted to those permitted under Section 501 (c) (3) of the Internal Revenue Code of 1954.