

Restorative Justice Coalition of Oregon (RJCO)  
Bylaws – Approved August 14, 2017

**I. VISION, MISSION, VALUES**

**A. Vision**

Restorative Justice Coalition of Oregon envisions safe, inclusive, and resilient communities that address harm by fostering personal responsibility, mutual respect, and healthy relationships.

**B. Mission**

RJCO is a coalition of Oregon restorative justice practitioners and programs. We promote and support the implementation and practice of restorative justice principles and models in Oregon's justice, law enforcement, educational, and other community institutions.

To ensure that the needs of crime victims, offenders, and the community are met, we:

1. Provide educational and training opportunities;
2. Expand the understanding and application of restorative justice principles;
3. Create partnerships, collaborations, and actively engage stakeholders;
4. Advocate for the development and expansion of restorative justice practices in a variety of institutional settings;
5. Serve as a resource and support network for restorative justice practitioners and administrators;
6. Adhere to and support restorative justice best practices; and
7. Influence local and state policy around institutional responses to harms keeping public safety, victim needs, and offender accountability at the forefront.

**C. Values**

As RJCO, we value:

1. **RESTORATIVE** philosophy by:
  - addressing harms through meaningful accountability;
  - supporting innovative and forward-thinking outcomes; and
  - seeking positive changes within and between clients through internal shifts that have lasting transformational implications.
2. **INCLUSION** in our approach to people and ideas by:
  - honoring diversity in all its forms;
  - treating all people with dignity and respect;
  - showing compassion and empathy;
  - engaging in focused listening; and
  - acknowledging and asking thoughtful questions.
3. **COLLABORATION** in our programming, by designing processes together with clients, staff, volunteers, agency partners, and community members.
4. **EMPOWERMENT** in our skill-building, by drawing out the best skills in our team members and clients through modeling, training, and coaching.
5. **CONNECTION** in our mode of operation, by using strategies to connect people to people, actions to impacts, cognition to behavior, and past to future.
6. **FLEXIBILITY** in our processes, by adapting the variables of case management and education opportunities to fit the particulars of each case and client.
7. **HONESTY** and **TRANSPARENCY** in our interactions with each other and our communities.

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**II. COALITION MEMBERSHIP**

**A. Eligibility**

Membership in the Coalition shall be open to any individual or organization that subscribes to the RJCO Vision and Mission; provides or supports restorative justice services in Oregon; and strives to live restoratively, both personally and professionally, as outlined in the RJCO Values.

**B. Roles**

The roles of Coalition Members are to be the active and driving force behind decisions made and action steps taken to successfully achieve the Vision and Mission of the Coalition. Member will actively engage and provide input in the decisions and direction of the restorative justice movement in Oregon and the Coalition's strategic plan.

**III. COORDINATING COMMITTEE**

**A. Authority:** For the purposes of Oregon and other applicable laws, the Coordinating Committee shall act as the organization's board of directors.

**B. Eligibility**

1. Membership in the Coordinating Committee shall be open to any member of the Coalition.
2. It is the policy and practice of the Coalition to include and recruit a diversity of Coordinating Committee members in regard to:
  - a. Restorative Justice Practice Area,
  - b. Background (Identity, Lived Experiences, and Skills), and
  - c. Geography (based on U.S. Congressional districts in Oregon).
3. Coordinating Committee members do not necessarily represent others who share similar traits; rather, members provide the Coalition a diversity of lenses through which to view and shape its decisions and actions.
4. Coordinating Committee members must subscribe to the RJCO Vision and Mission; provide or support restorative justice services in Oregon; and strive to live restoratively, both personally and professionally, as outlined in the RJCO Values.

**C. Duties of the Committee**

1. Administer RJCO operations and logistics, including providing oversight of the Executive Committee;
2. Coordinate and execute the strategic plan;
3. Convene and facilitate the mobilization and engagement of Coalition Members;
4. Provide a unified voice at the state level that reflects the wishes of Coalition Members;
5. Provide leadership where and when requested by Coalition Members; and
6. Reflect the wishes of Coalition Membership in decisions and activities.

**D. Duties of the Individual Committee Members**

1. Attend at least 75% of the quarterly Coordinating Committee meetings, one of which can be done by teleconference; and

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2. Maintain an active (paid) membership with RJCO. The Coordinating Committee may offer alternate arrangements for members facing economic hardship.

E. Seats and Terms

1. The number of seats on the Coordinating Committee shall be 13, and the Coalition shall at all times maintain at least three.
2. Terms of Coordinating Committee Members shall be for three years, beginning January 1 of the first year and ending December 31 of the third year.

F. Elections

1. Elections to the Coordinating Committee shall be held annually, in the last quarter of each year.
2. In most years, four seats shall be open for election. Every third year, five seats shall be open for election, to maintain 13 members.
3. Candidates shall be voted at-large by Coalition Members.
4. Coordinating Committee members may be re-elected an unlimited number of times.
5. Ballots shall clearly state whether a Coordinating Committee candidate is running as an
  - a. Individual Member, or
  - b. Organizational Member, where the candidate is representing the Organization.
6. Write-ins shall be allowed on the ballot.
  - a. The Coordinating Committee shall determine the Eligibility (as outlined above in Section III.B) and willingness of write-in candidates who receive a winning number of votes.
  - b. In cases where a winning write-in candidate is ineligible or unwilling, the seat shall be offered to the next highest vote-getting write-in candidate, pending eligibility and willingness.
7. The Coordinating Committee shall break any ties when necessary.

G. Appointments

1. In cases where an Election does not produce a sufficient number of successful candidates to fill the available seats, the Coordinating Committee may appoint Individual or Organizational Members to those seats at any time during the term.
2. Midterm Replacements
  - a. Should an Individual Member vacate their seat midterm, the Coordinating Committee may appoint a new Individual Member or Organizational Member to serve the remainder of the term.
  - b. Should an Organizational Member vacate their seat midterm, the Coordinating Committee may appoint a new Individual Member or Organizational Member to serve the remainder of the term.
  - c. An Organizational Member that has not vacated their seat may replace their Representative, midterm, with another person affiliated with the organization to serve the remainder of the Organizational Member's term.

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**IV. COORDINATING COMMITTEE MEETINGS**

- A. Schedule: The Coordinating Committee shall meet quarterly.
- B. Location: Meetings shall rotate locations around Oregon. The hosting Coordinating Committee member shall be responsible for arranging logistics.
- C. Openness: All Coalition Members are welcome to attend meetings. The Coordinating Committee may call for an Executive Session, during which only Coordinating Committee members shall be allowed to attend.
- D. Decisions made at meetings
1. Quorum: Decisions at meetings require the presence of a simple majority (greater than 50%) of current Coordinating Committee members.
  2. The Coordinating Committee shall first strive to reach decisions via consensus:
    - a. When the meeting facilitator calls for a decision on a proposal, members will indicate their position by showing one of the three cards (or displaying a corresponding number of fingers):
      - Green card (or 1 finger) indicates full support for the proposal as stated
      - Yellow card (or 2 fingers) indicates acceptance with minor concerns addressed or noted
      - Red card (or 3 fingers) indicates non-acceptance unless concerns are addressed
    - b. Members displaying a red or yellow card (or equivalent) shall be obliged to express concerns and offer amendments.
  3. If the Coordinating Committee is unable to reach consensus on a decision, then, as a last resort, those Executive Committee members present at the meeting, if unanimous, shall call for a vote. Such decisions require a four-fifths (80% or higher) super-majority.
- E. Decisions made outside of meetings require 100% participation and must be unanimous.

**V. EXECUTIVE COMMITTEE**

- A. Officers and Terms
1. The President, Treasurer, and Secretary shall be the officers of the Coalition, and shall constitute the Executive Committee.
  2. Officers must be members of the Coordinating Committee.
  3. The term of office for officers shall be for one year, beginning January 1 and ending December 31 of the same year.
  4. There is no limit to the number of years a Coordinating Committee member can serve in an executive position.
- B. Elections and Vacancies
1. Election of officers shall occur at the last Coordinating Committee meeting of odd-numbered years.
  2. The Coordinating Committee shall fill any vacant officer positions as soon as possible.

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C. Duties

1. Executive Committee: Administer the day-to-day logistics of the Coalition to meet the objectives set forth by the Coordinating Committee and Coalition Members.
2. President:
  - a. Preside over regular meetings
  - b. Prepare and distribute meeting agendas two weeks prior to the next meeting
  - c. Monitor and ensure adequate committee and workgroup membership
  - d. Act as spokesperson for the organization
  - e. Designate a substitute for any duties when not available
3. Treasurer:

Treasurer will monitor all fiscal matters associated with the Coalition including receipts, expenditures, pertinent records; provide quarterly and annual financial reports to the Coordinating Committee; submit an annual budget proposal; in the absence of President and Secretary, may be a signatory for contracts and bank accounts; and, perform such other duties as may be requested by the Board.

  - a. Adhere to those fiduciary duties that are delineated for the Treasurer in Section VII  
Fiduciary Duties
4. Secretary:
  - a. Take notes at regular meetings
  - b. Distribute notes within 4 weeks after the adjournment of a regular meeting
  - c. Make corrections to notes as needed
  - d. Keep organizational records organized and current

**VI. SUBCOMMITTEES AND WORKGROUPS**

- A. Subcommittees will be established on a permanent or ad hoc basis to conduct tasks that cannot be completed in the regularly scheduled quarterly meetings.
- B. The composition of the subcommittees shall include at least one Coordinating Committee Member, participants from the Coalition Membership, and any relevant stakeholders, including non-members, that can assist in the accomplishment of the assigned tasks.
  1. The President of the RJCO Coordinating Committee is responsible to appoint Chairs in consultation with the relevant subcommittee members.
  2. Any RJCO Member can be appointed as a subcommittee Chair.
  3. The Coordinating Committee Member participating in a subcommittee will be responsible to report progress to the Coordinating Committee.

**VII. FIDUCIARY PROVISIONS**

- A. The President, Treasurer, and Secretary shall be signers on any bank accounts.
- B. Any two signatures from the aforementioned signers will be required for any expenditures in excess of \$500.
- C. The Treasurer shall be responsible for keeping financial records and for issuing payments.
- D. The Treasurer shall have overall responsibility for all record keeping and all corporate funds.
- E. The Treasurer shall perform, or cause to be performed, the following duties:
  1. Authenticate the records of the corporation;

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2. Keep full and accurate accounts of all financial records of the corporation;
3. Deposit all monies and other valuable effects in the name and to the credit of the corporation in such depositories as may be designated by the Members;
4. Disburse all funds when appropriate to do so;
5. Make financial reports as to the financial condition of the corporation to the Members at each Coordinating Committee Meeting; and
6. Perform any other duties as may be prescribed by the Coordinating Committee, or outlined in the Coalition's Fiscal Policies and Procedures.

**VIII. FISCAL YEAR**

RJCO operates on a fiscal year of January 1 through December 31.

**IX. BYLAW AMENDMENTS**

- A. Bylaws may be amended by the Coordinating Committee.
  - a. Changes to bylaws need to be approved by a simple majority of RJCO membership.
  - b. Written or electronic notice of at least four weeks shall be given to members before any vote may be taken.