PEER JUSTICE INITIATIVE
a PVNC COALITION

Peer Justice Initiative Core Team Bylaws
"Nothing about us without us"

"Forensic Peer Support Specialists use their own lived experiences of justice involvement and mental health and/or substance use recovery to support others, inspire hope, and promote wellness within all intercepts of the (criminal) justice system." (Peer Justice Initiative, 2020)

a.) Name, Purpose, and Office(s)

The Peer Justice Initiative (PJI) Coalition is comprised of NC CPSS that have experience with the criminal and/or juvenile justice systems that are committed to advancing the intentional and authentic use of forensically trained and credentialed PSS throughout all "intercepts" of the Sequential Intercept Model of (criminal) justice systems. PJI is also composed of allies that work within the Criminal Justice System and/or family members of currently or formerly incarcerated individuals. PJI has members that span all regions, sexual orientations, races, ages, ethnicities and gender identities throughout NC.

A "core team" has been selected by PJI to represent the Coalition's interests and decisions. This is a volunteer group who is elected by their peers. The purpose of the core team is to:
1) Elevate the voices and expertise of CPSS that have been directly involved in criminal and juvenile justice systems,
2) Advance awareness, credibility and career ladders for CPSS that have previous "justice" system involvement,
3) Create training and credentialing for Forensic Peer Support in NC,
4) Utilize the wisdom of formerly incarcerated and returning citizens to impact policy and reform efforts,
5) Establish an inventory of existing NC programs, initiatives, jails, prisons, and courts that currently utilize NCCPSS with previous justice involvement,
6) Create funding streams and increase the number of initiatives in NC focused on the use of forensic peer support for pre-arrest, pre-booking, pre-trial, pre-sentencing, post arrest/booking/sentencing, re-entry, specialty wellness/recovery courts, etc.
PJI believes very strongly in "Nothing About Us, Without Us" and that reformation efforts around diversion, incarceration and re-entry must be led by people that are directly impacted by these issues. This is inclusive of the establishment of the Forensic Peer Support role and credential in NC.

b.) Membership

The core team consists of 15 members. Each member must have previously completed the FPS training. Each person who desires to sit on the core team must complete a written application and possible interview with the core team or answer other questions the core team has via email. The core team will read and discuss each application and vote on each person. An email correspondence will be sent to the applicants that were approved by the core team inviting them to join the team.

c.) Board of Directors

None Yet. This Space is left available for future amendments.

How are board members selected and voted on:

All Core team members are eligible to serve in any role on the board. All core team members vote on each role. All core team members are put into the pot for voting.

d.) Committees

None yet. This space is left available for future amendments.

e.) Officers

Role of the Chair (Chair and Co-Chair)
Charged with providing leadership and direction to the committee, the Chair is responsible for ensuring that the committee fulfils its responsibilities for the governance and success. The Chair is generally the spokesperson and should work to maintain key relationships within and outside the committee.
The Chair should:
-be well informed of all organization activities and able to provide oversight
-be a person who can develop good relationships internally and externally
-be forward thinking and committed to meeting the overall goals of the committee
-have a good working knowledge of the committee constitution, rules and duties of office bearers
-be able to work collaboratively with other committee members
-be a competent public speaker
Specific duties include but are not limited to:
-Chair committee meetings ensuring that they are run efficiently and effectively
-Act as a signatory for the committee in all legal purposes and financial purposes
-Regularly focus the committee's attention on matters of governance that relate to its own structure, role and relationship
Work with the committee to ensure:
1. The necessary skills are represented on the committee and that a succession plan is in place to help find new committee members when required
2. Goals and relevant strategic and business plans are developed in order to achieve the goals of the committee.
-Serve as a spokesperson when required
-Communicate regularly and systematically
-Assist in the development of partnerships with other boards and organizations that are relevant to the goals of the committee.

Role of Secretary (2 people)
The Secretary is responsible for the documentation and communication of the activities of the committee. The secretary is the primary administration officer of the committee and provides the links between the committee, members and outside agencies. The Secretary should be a good communicator, maintain confidentiality on relevant matters and have the ability to delegate tasks and supervise others. Amongst the Secretary's tasks are to prepare agendas, control and distribute minutes, receive and disseminate correspondence to and from the committee etc.
The Secretary should:
-be organized
-have computer skills
-be able to keep confidential matters confidential.
Specific duties include but are not limited to:
-Maintain records of the committee and ensure effective management records
-Manage minutes of committee meetings, including ensuring the minutes Secretary does so, and ensuring minutes are distributed to members shortly after each meeting
-Development of the agenda in consultation with other committee members and distribution prior to the meeting
-Is sufficiently familiar with documents to note applicability during meetings
-Is responsible for ensuring that accurate and sufficient documentation exists to meet legal requirements
-Enable and authorize people to help with the committee's business.
-Ensure that the records of the committee are maintained and made available. These records may include founding documents, lists of committee members, committee meeting minutes, financial reports, and other official records
-Provide an up-to-date copy of the constitution and bylaws at all meetings.
-Ensure that proper notification is given of committee meetings as specified in the bylaws
-Manage the general correspondence of the committee except for such correspondence assigned to others
-Help and lead the committee in providing systematic communication from the committee to relevant stakeholders

Role of the Treasurer(2 people)
1. General financial oversight
-Oversee and present budgets, accounts and financial statements to the management committee
-Liaise with designated staff about financial matters
-Ensure that appropriate financial systems and controls are in place
-Ensure that record-keeping and accounts meet the conditions of funders or statutory bodies
-Ensure compliance with relevant legislation.
-More on financial oversight
2. Funding, fundraising and sales
-Advise on the organization's fundraising strategy
-Ensure use of funds complies with conditions set by funding bodies
-Ensure fundraising and sales complies with relevant legislation and is bound by effective financial systems and controls
-Ensure effective monitoring and reporting

3. Financial planning and budgeting
-Prepare and present budgets for new or ongoing work
-Advise on financial implications of strategic and operational plans
-Present revised financial forecasts based on actual spend.
4. Financial reporting
-Present regular reports on the organization's financial position
-Prepare accounts for audit and liaising with the auditor, as required
-Present accounts at the AGM
-Advise on the organization's reserves and investment policy.
5. Banking, book-keeping and record-keeping
-Manage bank accounts
-Set up appropriate systems for book-keeping, payments & petty cash
-Ensure everyone handling money keeps proper records and documentation
6. Control of fixed assets and stock
-Ensure proper records are kept
-Ensure required insurances are in place.

<u>Officers voted in on May 19th, 2021 are as follows:</u>
Chair:Charlyne Byette
Co-chair: Amanda Martin
Secretary: Pamela Goodine, Terry Mosteller
Treasurer: Lauren Garvie, Anna Fiscus

<u>Officer change and vote on November 3, 2021</u>
Chair: Amanda Martin
Co-chair: Anna Fiscus
Secretary: Pamela GOodine, Terry Mosteller
Treasurer: Lauren Garvie

f.) Meetings

Meetings are held on the first and third Wednesday of each month from 7:00pm-8:30pm on zoom. All core team members are expected to attend all meetings unless communicated via email to the remainder of the core team members. Members must be present at at least ONE meeting each month to maintain core team membership.

An email will be sent at least 1 (one) day before each core team meeting, serving as a reminder of the meeting and the meeting zoom link. It is the responsibility of each PJI core team member to make sure they are reading their email for updates, and meeting reminders.

Occasionally email may be utilized to continue conversations and voting matters that were not finished at previous meetings, once again; it is each group member's responsibility to read and respond to emails or answer voting surveys in a timely fashion (within 3 business days of the sent email). It is also the responsibility of each member to make sure that the group has a correct email address for them.

Quorum for PJI is at least 75%of all members, excluding any speaker and any vacant positions. 51% serves as majority rules during the voting process.

g.) Conflicts of Interest

None yet. This space is left available for future amendments.

Obviously, conflicts do arise from time to time. There has to be a way for these conflicts to be addressed and handled as they come. Yet again, it is important to demonstrate openly how the conflicts may be handled if and when they arise.

h.) Mode of Amendments

None yet. This space is left available for future amendments.

All laws are subject to change every so often. The bylaws should also state explicitly how the amendments may be arrived at and or effected. Also of note is who may initiate the amendment, the quorum needed to pass any amendments, and how the same take effect. NB: It is important to furnish a copy of the bylaws to the various stakeholders of the firm. These include the members, directors, and officers in charge of several jurisdictions. Encourage them to read and understand the copy.