**Section 450.20 Procedures**

a) Organizations of committed persons shall be permitted to be established only with the approval of the Chief Administrative Officer. Requests for permission to establish an organization must include the following information:

1) A statement of purpose and goals of the proposed organization;

2) The proposed constitution and bylaws;

3) Criteria and standards for membership; and

4) An outline of proposed activities.

b) All organizations of committed persons shall be reviewed annually for compliance with departmental rules and policy and procedures of the facility.

c) The Chief Administrative Officer or his designee may revoke or suspend an organization's chapter when it has violated any rule of the Department, or policies or procedures of the facility, or presents a threat to the safety and security of the facility, its staff or other persons.