



BY-LAWS

Approved 11/16/21

ARTICLE I: COALITION

The organization shall be known as the Pinellas Coalition to End Domestic Violence, an unincorporated, nonprofit association, and herein referred to as the "Coalition."

The Coalition adopts the following as the definition of domestic violence: Domestic violence is a pattern of behavior which includes physical violence, sexual violence, stalking, and/or psychological harm by a spouse or current/former intimate partner and does not require sexual intimacy.

ARTICLE II: PURPOSE & SCOPE OF ACTIVITIES

VISION:

A peaceful and just community.

PURPOSE:

1. Promote the prevention of domestic violence.
2. Enhance the safety of those who are abused.
3. Hold accountable those who use abusive behavior.
4. Model the principles of Trauma-Informed Care.

GOALS:

1. Develop and implement primary prevention strategies.
2. Foster a systemic coordinated community response to domestic violence.
3. Provide ongoing education and assessment of the coordinated community response.
4. Advocate for governmental policies that support our vision.

ARTICLE III: MEMBERSHIP

1. Consistent with our mission of fostering a systemic coordinated community response, membership shall be open to any individual, agency or organization that is committed to ending domestic violence.
2. There are two types of membership:
 - a. Individual Members: Community members who are committed to ending domestic violence may join as an individual member and will be required to complete a registration form.
 - b. Agency Partner Members: Agencies who have a signed Memorandum of Understanding (MOU) with the Coalition will have the ability to assign an agency member representative (additional member representatives per agency can be defined in an MOU). This member representative must identify themselves as such at each meeting.

3. There shall be no membership dues. The purpose and objectives of the Coalition will be supported by contributions and efforts which will be sought, when necessary, from any and all sources.
4. Members are encouraged to attend all Coalition meetings, regular and special, as part of their commitment to the goals of this Coalition.
5. Voting members are defined as members who have attended at least four out of six general assembly meetings or at least two-thirds of general assembly meetings within the year since joining. Members cannot vote at the first meeting they attend. Individual members and agency representative members shall have one vote each. One person equals one vote and as such, a Coalition member cannot vote as an individual AND as an agency partner member.
6. A quorum for the purposes of voting and decision making is defined as any voting members present and 51% of the Steering Committee. A motion is considered passed if 51% of voting members in attendance at the meeting vote in the affirmative.
7. Coalition members are expected to participate on a committee.

ARTICLE IV: RESPONSIBILITIES OF THE COALITION

1. Elect Officers.
2. Identify critical issues and develop and carry out action plans.
3. Vote on motions presented by steering committee.
4. Vote on motions presented by members and assign tasks to committees for further action.
5. Identify the need for the development of position statements of the Coalition.
6. Suggest and participate in project work groups.
7. Support actions consistent with our Purpose.

ARTICLE V: MEETINGS OF MEMBERS

1. General Assembly meetings of the Coalition shall be held bimonthly on the third Tuesday, at 2:00 P.M., beginning in January of each year.
2. SPECIAL meetings shall be held, with proper notice, at the call of either the Chairperson or as requested by a majority vote of the Steering Committee. Proper notice shall be given electronically to each member of the Coalition.
3. No notice of General Assembly meetings of the Coalition will be required. At least seven (7) days written notice of Special meetings will be given to each current member of the Coalition.
4. Agenda at General Assembly meetings shall include:
 - a) Introduction/Roll Call
 - b) Approval of Minutes of previous meeting
 - c) Reports of Standing Committees and Project Work Groups
 - d) New Business
 - e) Announcements
 - f) Education
 - g) Adjournment

ARTICLE VI: OFFICERS

1. Officers of the Coalition shall consist of a Chairperson, Vice Chairperson, Treasurer and Secretary. The term of office is two (2) years. Elections will be held as follows:
 - a) Odd years – Chairperson and Treasurer Elections
 - b) Even years – Vice Chairperson and Secretary Elections
2. The Steering Committee shall act as nominating committee and will present a slate of candidates at least one week before the November meeting. Additional nominations will be accepted from members at the general assembly meetings on the day of voting.
3. All eligible voting members can vote in election of officers.
4. If the Chairperson cannot complete the term of office, the Vice Chairperson shall take over as Chair and an election will be held to fill the Vice Chair vacancy for the balance of the term. If the Secretary or Treasurer are unable to complete their term, the Chairperson shall appoint a member to fulfill the remainder of the term.
5. If the Chairperson completes the term of office, they will reside as Chair emeritus for two years. Chair emeritus will help ensure the continuity of any projects or committees. Chair emeritus shall be a steering committee member.
6. Duties of Officers
 - a. Duties of the Chairperson
 - I. Preside at all meetings of the Coalition.
 - II. Ensure that minutes are taken at every General Assembly and Special Coalition meeting.
 - III. Make appointment of Committee Chairs and/or Ad Hoc Committee Chairs, as needed.
 - IV. Carry out the business of the Coalition.
 - V. Uphold the requirements of governing documents.
 - VI. Ex-officio member of all committees.
 - b. Duties of the Vice Chairperson
 - I. Perform all duties of the Chairperson in the absence of the Chairperson.
 - II. Perform other duties as assigned by the Chairperson.
 - c. Duties of the Treasurer
 - I. Maintain accurate financial records.
 - II. Provide regular reports to the Steering Committee and General Assembly.
 - III. Prepare and monitor's budget.
 - IV. Prepare any required financial or business reports.
 - d. Duties of the Secretary
 - I. Take, record and disseminate minutes of all General Assembly and Steering Committee meetings.
 - II. Keep accurate record of attendance at the General Assembly meetings.
 - III. Keep accurate record of members eligible to vote.
 - IV. Uphold the requirements of governing documents.

- V. Maintain accurate records of history of actions and motions.

ARTICLE VII: COMMITTEES

A. The Coalition shall have the following standing committees:

1. The Steering Committee -This shall be composed of Coalition officers, Chair Emeritus, Committee Chairpersons (or their designees) and one representative from each certified Domestic Violence Center. The Chairperson may appoint up to three additional members. The Chairperson of the Coalition is the Chairperson of the Steering Committee. It will be the duty of this committee to provide guidance to ensure that the work of the Coalition is consistent with our stated purpose and objectives. Coalition members can observe all Steering Committee meetings. If there is a topic that a Coalition member would like to discuss, they shall contact the Steering Committee Chair in advance to ask to be put on the Steering Committee agenda. The Steering Committee shall review and approve any documents or reports that are to be disseminated to the public. The Steering Committee will amend and update the Coalition By-laws as needed. By-law changes will require a two-thirds vote of the Steering Committee.

2. Batterer Intervention Program (BIP) Provider Committee

The purpose is to ensure quality in the BIPs and educate prosecutors, probation, judges and other members of the criminal justice and child welfare community about the importance of referring to and ensuring completion of BIPs, thereby holding more batterers accountable for their actions and enhancing victim safety. As such, the committee is responsible for:

- a) Providing an opportunity for BIP providers to come together to network and share ideas related to BIP services.
- b) Ensuring that the best practices and state requirements are shared with committee members to assist with quality services being provided.
- c) Keeping an up to date list of Pinellas County BIP providers to be shared with stakeholders and the general public.

3. Fatality Review Team

The purpose is to review intimate partner related fatalities and near fatalities which will lead to ending domestic violence and domestic homicide. As such, the committee is responsible for:

- a) Identifying patterns, trends and possible intervention opportunities from each case reviewed and make recommendations, as needed, to ensure a coordinated community response to intimate partner violence and homicide.
- b) Producing and disseminating an annual report to stakeholders as well as the general public.
- c) Reporting the findings of reviews to the Coalition during general assembly meetings.

4. Advocacy/Outreach Committee

The purpose is to bring together advocates and other stakeholders to problem solve, share resources and provide information to improve the coordinated community response to domestic violence. As such, the committee is responsible for:

- a) Providing an opportunity for domestic violence advocates to come together to network, collaborate and share experiences.
- b) Providing an opportunity for outreach to other community stakeholders to connect with advocates to share resources and provide information.
- c) Identifying and working to solve problems related to how best to serve victims/survivors within our community.

5. Policy and Statistics Committee

The purpose is to promote information and provide influence to internal and external stakeholders which will lead to ending domestic violence. As such, the committee is responsible for:

- a) Gathering and analyzing statistics from law enforcement, the court system, and other entities surrounding domestic violence issues to identify areas of excellence and areas that require intervention.
- b) Staying informed of proposed bills as well as state and federal laws that impact our work, ensuring dissemination of this information to the coalition at large.
- c) Create recommendations and position statements with the goal of inducing positive changes at micro, and macro levels as part of a coordinated community response.

6. Prevention, Training & Education Committee

The purpose is to educate Pinellas County and the Coalition to improve prevention strategies and provide training opportunities which will lead to ending domestic violence. As such, the committee is responsible for:

- a) Developing training opportunities both for the Coalition and the community.
- b) Providing educational opportunities to increase public awareness about domestic violence issues.
- c) Guiding implementation of prevention strategies and dissemination of materials focused on the promotion of healthy relationships

7. Ad hoc committees, Resolution Committee or project work groups may be authorized by the Chairperson when deemed necessary.

B. Committee Membership:

1. Each Committee shall elect a chairperson and vice-chairperson.
2. With the exception of the Steering Committee, the Fatality Review Committee, and the BIP Provider Committee, all committees are open to the general membership of the Coalition.
3. Committees must keep a record of current members and eligible voting members.
4. Each Committee shall develop their own policies that will dictate how committee business is completed. The policies must be approved by the Steering Committee to ensure consistency with Coalition By-Laws.

C. Committee Conflict Resolution

Each committee will come to a consensus about committee business. Additionally, any dispute must first be addressed in the relevant committee. Irresolvable differences shall be taken to the Steering Committee for review and resolution after the appropriate committee has come to impasse. If agreeable solutions cannot be made at the Steering Committee the Coalition Chair will convene an ad hoc Resolution Committee made up of at least 3 non-effected members to review and recommend resolution to the issue. Resolutions are to be reported back to the Chair at the next Steering Committee meeting for consideration. The Steering Committee will vote to decide on a final resolution.

ARTICLE VIII: RULES OF ORDER

"Robert's Rules of Order," current edition, shall be the parliamentary authority for all matters of procedure not specifically covered by these by-laws.

ARTICLE IX: AMENDMENT OF BY-LAWS

The by-laws may be amended at any regular meeting of the Steering Committee by a two-thirds vote of those present. Proposed changes must be submitted in writing to all Steering Committee members at the previous Steering Committee meeting. Approved changes will be presented and disseminated at the General Assembly meeting.

Approved: July 18 2000

Amended: July 20, 2004:

- Word prevention was added to mission statement

Amended January 2007

- Standing committees included: Steering, Fatality Review, Animal Abuse Link, Law Enforcement, BIP, Curriculum, Statistics, Public Relations, Sexual Assault, Children, Seniors, Delta

Amended January 2010

Amended July 2012

- Victim advocacy committee was added

Amended May 2014

- Added “Members eligible to vote for officers are those who attended at least four of the regular meetings the previous year before the elections”
- Clarification to the “Chair-Emeritus” Wording
- “Salvation Army Probation” was changed to “Pinellas County Sheriff’s Office Probation”

Amended March 2017

- Added vision, purpose, and goals under article II in place of mission statement and scope of activities.
- Added “to emphasize the principles of Trauma Informed care” under Article II Purpose (4).
- Updates standing committees and their description. Article VII.
- Added “committee membership” under section B of article VII.
- Added section C under article VII in regards to committee business and resolution committee.

Amended December 2020

- Name change was voted on during the general meeting on November 17, 2020 from Pinellas County Domestic Violence Coalition to Pinellas Coalition to End Domestic Violence. By-laws revised to reflect new name.

Amended November 2021

- Entire document was reviewed by the Steering Committee and final changes were voted on and approved by the General Assembly at the November 16, 2021 meeting.