

**Arizona Coalition for Victim Services (ACVS)
By-Laws**

**ARTICLE I
STATEMENT OF PURPOSE**

The Arizona Coalition for Victim Services (hereafter "Coalition") is an unincorporated network of agencies, which provide services to crime victims. The Coalition is a non-profit agency. The stated purpose of the Coalition is to:

- Facilitate communication between those agencies that provide services to crime victims;
- Improve the quality of services provided to crime victims through programs including but limited to education, training and advocacy;
- Educate and advocate on all governmental levels regarding issues that affect victims and providers of victim services.

**ARTICLE II
OFFICES**

The principal office of the Coalition shall be located within the State of Arizona.

**ARTICLE III
MEMBERSHIP**

A. Membership Categories and Voting Rights

1. Agency Membership: Agency membership shall be open to agencies that provide direct victim assistance, mandated victim notification and/or victim compensation services to crime victims. Other agencies that support the purpose of ACVS may be granted membership upon approval of the majority of the quorum at any meeting. Each Member Agency will have one vote.
2. Individual Membership: Individual memberships shall be open to individuals (not more than one person per membership) who provide direct services to crime victims, survivors of crime and lawful representatives of crime victims as defined by Arizona Revised Statute §13-4401. Other individuals who support the purpose of ACVS may be granted membership upon approval of the majority quorum at any meeting. Individual Members will have one vote.

B. Membership Benefits

All voting rights and benefits associated with each membership category are approved each year at the January meeting.

C. Dues

There will be fees associated with membership in the Coalition. The fee structure for each membership category will be voted upon by a majority of quorum and set during the January meeting.

ARTICLE IV **OFFICERS AND DUTIES**

A. Officers

1. Officers of the Coalition shall be voting members, non-paid positions and will consist of a Chair, Vice-Chair, Secretary and Treasurer. These officers will comprise the Executive Committee. The immediate Past Chair may be a part of the Executive Committee.
2. The officers shall be elected by the Coalition at the November meeting. This election shall be conducted by written or electronic ballot. Elected officials shall take office in January. The State shall be divided into two districts, rural and metro. The metro district shall include agencies located in Maricopa and Pima counties. The rural district shall consist of agencies located within Apache, Coconino, La Paz, Mohave, Navajo, Yavapai, Cochise, Gila, Graham, Greenlee, Pinal, Santa Cruz and Yuma counties. No more than two officers shall be elected from the same district. State agencies can be considered either rural or metro. In the event that the above criteria cannot be met this By-Law can be waived for the term of the officer with a vote of a majority of quorum.
3. No name shall be placed in nomination except by the consent of the nominee.
4. Current Officers are updated annually with the Arizona Corporation Commission and are available on its website.
 - ~~a. Chair, Amy Bocks, effective 1/1/2019~~
 - ~~b. Vice Chair, Marcela Morales, effective 1/16/2019~~
 - ~~c. Treasurer, Isela Devora, effective 1/1/2020~~
 - ~~d. Secretary, Lois Rees, effective 1/1/2019~~

B. Term

1. ~~The term of office will begin at the January meeting.~~ ~~A term of office and~~ shall ~~be~~ ~~run~~ for two (2) years, or until a successor is elected. ~~The term of office will begin at the January meeting.~~
2. Terms are staggered to provide consistent and stable Coalition leadership. For terms that begin in even numbered years, the positions of Treasurer and Vice-Chair will be elected the previous November. For terms that begin in odd numbered years, the positions of Chair and Secretary will be elected the previous November.

C. Vacancies

1. A vacancy may be filled for the remainder of the term by a vote of majority of quorum at a regular meeting of the Coalition.
2. Article IV (A)(2) & (3) must be complied with in filling vacancies.

D. Duties and Powers

1. The officers shall perform the duties and exercise the powers prescribed by these By-Laws and those assigned by the voting members. These duties and powers shall include, but not be limited to, the following:
 - a. The Chair shall:
 - i. Be the principal officer of the Coalition.
 - ii. Preside over all meetings of the Members and the officers.
 - iii. Create committees and appoint committee chairpersons.
 - iv. Be an ex-officio member of every committee.
 - v. Create critical issue ad hoc committees as needed with approval from the majority of officers.
 - vi. Facilitate the nominating process for new Officers.
 - vii. Assign Media and Public Relations duties.
 - viii. Set agenda for all meetings.
 - b. The Vice-Chair shall:
 - i. In the absence of the Chair, preside over all meetings of the Members and officers.
 - ii. Assume such duties as may be assigned by the Chair.

- iii. Perform the duties of the Chair in his/her absence.
 - iv. Be Chair of the Membership Committee and coordinate Membership Services activities, including: Processing member applications, sending out dues notices and other membership correspondence.
 - v. Update and keep current the Operational Guidelines and share updates through written reports to the membership.
 - vi. Develop, maintain, and provide to the Secretary a list of current voting and associate members.
 - vii. Manage Conflict of Interest disclosures.
- c. The Secretary shall:
- i. Keep and maintain records reflecting the business transacted by the Coalition, including meeting minutes.
 - ii. Distribute minutes, notices of meetings and all other correspondence of the Coalition, except those duties assigned to the Vice-Chair.
 - iii. Keep and maintain a list of current voting and associate members as well as interested mailing recipients.
 - iv. Assume such duties as may be assigned by the Chair.
- d. The Treasurer shall:
- i. Maintain records of funds collected and spent by the Coalition.
 - ii. Receive authorization from the voting membership or the officers prior to issuing checks, as outlined in the Operational Guidelines.
 - iii. Create and present an annual budget.
 - iv. Present a treasurer's report to the Coalition at regular meetings.
 - v. Assume such duties as may be assigned by the Chair.
 - vi. Be responsible for grant and governmental reports.
2. Special duties conferred on the current Treasurer, in relationship with the Arizona Victim Assistance Academy Project Director, Connie Chapman, include access to all bank accounts held by the Coalition. No other officers shall have access to such accounts or signing authority to such accounts.

E. Removal of Officers

1. Upon the request of a voting member, consideration of the removal of an officer shall be placed on the agenda of a Coalition meeting as described in Article V. At least one week's notice will be given to the full membership. A vote will consist of a written ballot. Three quarters of the quorum present shall be required to remove an officer.

ARTICLE V MEETINGS

- A. Annual.** The Coalition shall hold an annual meeting in November for the purpose of election of officers.
- B. Regular.** The Coalition shall hold not less than six regular meetings within a twelve month period. Regular meeting dates shall be scheduled at the annual meeting. Any changes to this schedule will require two weeks written notice to the entire membership. Confirming the By-Laws and the Operational Guidelines and goals for the upcoming year will take place at a regular membership meeting at least once a year.
- C. Special.** The Chair, with at least one week notice, may call special meetings of the Coalition. Such notice shall include a statement of the purpose of the meeting as well as its date, time and location. Attendance of a member at any meeting shall constitute a waiver of notice of such meeting, except when a member attends a meeting for the express purpose of objecting to the transaction of any business because the meeting is not lawfully called or convened.
- D. Quorum.** A quorum shall be the number of voting members present at that particular meeting.
- E. Place of Meeting.** The Coalition may hold meetings, both regular and special, within the State of Arizona.

ARTICLE VI PROCEDURES

- A. Meetings.** All meetings shall be conducted informally, except that upon the request of any voting member, the Chair shall invoke Robert's Rules of Order until the resolution of the issue about which Robert's Rules were invoked. The meeting may then proceed informally.
- B. Decisions.** The casting of votes by the voting members shall make all decisions of the Coalition. Unless otherwise provided for in these By-Laws, a majority vote of quorum shall carry any question before the Coalition. All votes, except for election and removal of officers, may be verbal.
- C. Amending the By-Laws.** By-Laws may be amended at a regular meeting by a majority vote of the quorum of the membership. Two week's written notice of the proposed amendment(s) will be given to the membership.

D. Committees

1. Standing Committees: The Coalition will convene standing committees as necessary to perform and enhance the mission of the organization. Those committees may include but are not limited to: Executive, By-Laws/Operations, Academy, Fundraising, Membership and Website. Ad hoc Committees: Ad hoc committees can be formed to deal with specific critical issues.
2. Written Reports: Committees shall provide written or oral reports to Coalition members at regular meetings. Urgent and critical issues can be acted upon by the unanimous approval of the officers. Such actions shall be reported to the full Coalition at the next regular meeting.

ARTICLE VII CONFLICT OF INTEREST

Individual or Organizational Member Potential Conflicts: A mechanism shall be instituted to ensure any potential conflict can be mitigated in the best interest of the Members and for the Coalition. The Coalition Vice-Chair will serve as the lead contact for all conflict of interest issues.

Revised and Adopted by Voting Membership ~~March 20, 2020~~ November 16, 2022