

BYLAWS

Of The

NATIONAL ASSOCIATION OF VICTIM SERVICE PROFESSIONALS IN CORRECTIONS

ARTICLE I – NAME, AUTHORITY AND RESPONSIBILITIES

Section 1- Name

The name of the organization: National Association of Victim Service Professionals in Corrections.

Section 2 - Responsibility

The Mission: Providing a national voice for corrections-based victim services.

- A. Serve as a clearinghouse for information, resources and referrals.
- B. Assist in developing, providing and monitoring Training and Technical Assistance.
- C. Provide vision, leadership and guidance in policy and program development to increase victim satisfaction with corrections.
- D. Promote mentoring relationships.

ARTICLE II – MEMBERSHIP

Section 1- Composition

- A. Adult/Juvenile Post Sentencing Advocates, including Federal Bureau of Prisons and territories.
- B. Post sentence adult and juvenile corrections.
- C. Appeals (adult/juvenile) with State AG's offices.
- D. Probation and Parole.
- E. Jails.
- F. Victims
- G. Members of boards/victim committees of national organizations.
- H. Supporting memberships of major associations/organizations.

Section 2- Tiers of Membership/Fees

Support membership (directors)	\$75
National Association representatives	\$50
Associate memberships (students)	\$15
Community-based victim service providers	\$15
Allied correctional organizations	\$50

Professional corrections-based victim services providers charter.....	\$35
3-year	\$75
Life.....	\$250
Corrections based Victim Services Program (up to 5 staff).....	\$75

ARTICLE III – OFFICERS AND COMMITTEES

Section 1- Officers

A. Chair

A chair shall be elected by the membership. The chair must be the Director or Administrator of a Corrections-based Victim Service Program. Elections will be held every two years. The elective term of the Chair shall be for the duration of twenty-four calendar months. It shall be possible for a person to be renominated and to serve for more than one term.

1. The Chair shall preside at all meetings of the NAVSPC and of the Executive Committee and shall serve as an ex-officio member of all other committees.
2. The Chair shall appoint all committees and their Chairs with the approval of the membership.

B. Vice-Chair

A Vice-Chair shall be elected by the membership of serve in the absence, inability, or resignation of the Chair. The vice-chair must be the Director or Administrator of a Corrections based Victim Service Program. The elective term of the Vice-Chair shall be for the duration of twenty-four calendar months. It shall be possible for a person to be renominated and to serve more than one term.

C. Secretary

A secretary shall be elected by and from the membership. The Secretary shall be responsible for taking minutes. The secretary shall forward the minutes of the meeting to members no later than seven days prior to the next meeting, which requirement may be waived by the membership at a subsequent meeting. The minutes shall be submitted to the membership for approval at the next meeting. Copies of the minutes shall be promptly sent to anyone who requests them.

D. Treasurer

A Treasurer shall be elected by and from the membership. The elective term of the treasurer shall be for the duration of 24 calendar months.

Section 2- Committee Structure

A. Standing Committee

There shall be the following Standing Committees:

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1. Appointment

The members of each Standing Committee shall be designated annually by the Chair. The Chair of each committee shall be appointed by the Chair with the consent of the membership.

2. Membership

Where feasible, each member shall belong to one of the Standing Committees.

3. Responsibilities

The Standing Committees shall be responsible for the initial duties and work as set out in Section 2 of Article I, herein.

4. Meetings

Committee meetings shall be scheduled and held no less than annually.

B. Executive Committee

The Executive Committee shall consist of the Chair and Vice-Chair, the Chair of each committee; and two other at-large members elected by the members. Elections for the at-large members shall be held annually. The term of the Executive Committee shall be for the duration of twelve calendar months. It shall be possible for a person to be renominated and to serve for more than one term. If a member of the Executive Committee is unable or unwilling to serve on the Executive Committee, upon the written request of that member, the chair shall remove the member from the Executive Committee and the chair shall appoint a new member.

Three members of the Executive Committee shall constitute a quorum.

Except when the Chair determines that immediate action is required, the membership shall be notified of the scheduling of an Executive Committee meeting no less than seven days prior to the meeting. When the chair determines that said notice is not feasible, the membership shall be notified of the meeting as soon as is practicable, and shall be provided with a summary of the actions taken and matters discussed by the Committee, if the meeting has already been held.

The Executive Committee shall develop policies, goals, and objectives for relying in part on research in the field. Goals, policies and objectives shall be submitted to the membership for review and approval.

The Executive Committee shall advise on matters of policy and procedure and shall perform such other duties as assigned.

The Executive Committee shall meet at such times and places as the Chair shall determine. If the chair and Vice-Chair are absent from the meeting, the Chair shall appoint one of the members to preside at that meeting.

Any matters upon which members of the Executive Committee can act by resolution may be so acted upon at a meeting at which the members are not actually present in one location, if each of the participating members, by means of a conference phone or other telecommunications equipment, is able to hear and be heard by each other member.

The Executive Committee shall have the power to act for the membership between meetings. However, any such action shall be subject to ratification by the membership at the next regularly scheduled meeting.

The Executive Committee shall also be responsible for the annual calendar of activities.

C. Special Committees

1. Appointment

The Chair may, from time to time, create special committees or task forces and the Chair shall appoint all committee chairs with the consent of the membership.

2. Responsibilities

The Committees or task forces shall exercise the powers delegated to them by the membership and these Bylaws. Committees shall also have such other powers and duties as delegated to them by the Chair. Committee reports and recommendations shall be submitted to the chair within the time prescribed, and they shall be advisory only.

ARTICLE IV – MEETINGS

Section 1 - Regular Meetings

There shall be at least one meeting of the full membership annually. Meetings shall be held at a location and time to be determined by the Chair and approved by the membership. *Meetings may be held via videoconference.* The Chair shall have the discretion to cancel or reschedule any regular meeting by written notice within a reasonable time prior to the meeting. Members shall be notified of the time and place of all such meetings at least seven days prior to the meeting date.

Section 2 - Special Meetings

Special meetings may be called at the discretion of the Chair or by a written request of at least five members. An agenda, together with a notice of the time and place of any such meeting, must be provided the members at least seven days in advance. Only matters contained in the agenda will be shall be voted on at any special meeting. The Chair shall have the discretion to cancel any special meeting, provided that such meetings called by the members are canceled only with their consent.

Section 3 - Quorum

One-fourth of the members shall constitute a quorum at meetings of the full committee.

Section 4 - Regular Meetings

After a quorum is announced, a majority of those voting (defined as to those who cast “yes” or “no” votes) on a motion shall be sufficient to pass the motion and make it the official act. The Chair or any member may call for a roll call vote on any motion. The minutes shall reflect the results of each roll call vote and the vote on any motion to approve, deny, or postpone consideration of a proposal for grant funds.

Section 5 - Meetings - Agenda

The Chair shall be responsible for the preparation and distribution of the agenda for all meetings. The agenda shall be mailed to members not less than seven days in advance of scheduled meetings. Minutes shall be kept of all regular, special and committee meetings. They shall indicate the items

discussed and action taken. The minutes shall be provided to members prior to the next meeting, at which time they shall be considered for approval. The minutes of each committee meeting shall be provided to members of the committee prior to the next meeting of the committee, at which time they shall be considered for approval.

Section 6 - Attendance

The Chair will recommend the replacement of any member who misses more than three (3) consecutive regular meetings.

Section 7 - Meetings - Agenda

All matters of procedure not covered by these Bylaws or by resolution of the membership shall be governed by Robert's Rules of Order, newly revised.

ARTICLE V – AMENDMENT OF BYLAWS

Section 1 - Procedure

These Bylaws may be amended or revised at any regular or special meeting by a majority vote of the members present, provided that any proposed amendment or revision shall have been distributed to the members at least seven days prior to the meeting.