

BYLAWS  
OF THE  
DOMESTIC VIOLENCE STATE COORDINATING COUNCIL

1

Purposes and Responsibilities

The Domestic Violence State Coordinating Council (hereinafter "Council") is an agency of the State of Tennessee established under acts of the General Assembly of the State of Tennessee, codified at Title 38, Chapter 12 (the "Council's Statutes") of the Tennessee Code Annotated (the "Code"). The Council's purposes are to increase the awareness and understanding of domestic violence and family violence and its consequences and to reduce the incidence of domestic and family violence within the State of Tennessee. To achieve the purposes set for the Council by the General Assembly, the Council is charged with certain responsibilities, as set out in the Council's Statutes, as amended from time to time by the General Assembly.

11

Relationship of the Council to the Tennessee Coalition to End Domestic and Sexual  
Violence

Pursuant to the Council's Statutes, the Tennessee Coalition to End Domestic and Sexual Violence (the "Coalition") provides the Council with necessary administrative and fiscal support, using funds derived from the Domestic Violence Community Education Fund established by Tenn Code Ann. 36-3-616. The Chief Executive Officer of the Coalition shall either be an officer (or designee) of the Council and/or shall serve as a member of the Executive Committee (or designee) in his or her ex officio capacity. The Chief Executive Officer or designee of the Coalition shall report to the Council and the Executive Committee on the Coalition's administration of the business affairs of the Council. The Chief Executive Officer of the Coalition shall serve as the fiscal officer of the Council and shall be responsible for the budget and expenditures of the Council.

111

Membership

Membership. The Council is comprised of the ex officio members, or their designees, and appointed members who are appointed under the statute by appointing authorities.

Ex Officio Members. An ex officio member of the Council may designate a person within his or her office to serve on the Council as that ex officio member's designee, by

notice to the Council. Ex officio member's designee shall have all the powers and duties of the ex officio member, except the power of designation.

Appointed Members. An appointed member of the Council serves on the Council at the will of the appointing authority.

Term of Membership. Terms shall be for four years, except as provided in the statute. Members may be eligible for additional terms,

### Filling Vacancies on the Council

Appointed Members. A vacancy occurring other than by expiration of a term shall be filled in the same manner as the original appointment but only for the remaining duration of the unexpired term.

### Meetings of the Council

Meetings of the Council. The Council shall meet four times a year, and one of those meetings shall be designated as the "Annual Meeting." Such meetings may be held electronically.

Interim Meetings of the Council. The Council may hold such interim meetings during the year as the Executive Committee determines to be necessary to accomplish the goals of the Council and to undertake the Council's responsibilities as defined by the Council's Statute. Meetings may also be called upon the written request of a quorum of the Council submitted to the Executive Committee.

Notice of Meetings. Unless circumstances prevent, the Secretary shall notify members of the Council of the date, time and location of each meeting at least 14 calendar days prior to the date of the meeting. The Secretary shall also give such other public notice of the meeting as required by the Code.

Quorum. Except as otherwise required by law, one-third of the members of the Council shall be a quorum. Once a quorum is present, it shall not be broken by the subsequent withdrawal of any member prior to adjournment.

Decision Making by the Council. Decisions of the Council shall be made by a majority vote of the members of the Council present and voting on a matter up for decision at a meeting at which a quorum is present. All such matters shall be presented by motion of a member of the Council and seconded by another member of the Council. Following the second, the matter shall be presented for discussion. All votes shall be recorded in the minutes.

## VI

### Officers of the Council

Officers of the Council There shall be a Chair, a Vice-Chair, a Secretary-Treasurer, and an Assistant-Secretary of the Council.

Election of Officers. Officers shall be elected at the annual meeting of the Council from a slate of officers proposed by the Executive Committee, plus any other persons nominated by a member of the Council and whose nomination is seconded by another member of the Council. All officers shall serve until new officers are elected at the following annual meeting. Officers may succeed themselves in the same office.

Duties of Officers. The duties of the officer of the Council are as follows:

Chair. The Chair shall serve as convener and chair of all meetings of the Council and any meetings of the Executive Committee. The Chair shall be authorized to make emergency decisions in consultation with the at least two other Executive Committee members. All such emergency decisions shall be in accordance with the policy and principles of the Council as expressed in the Council's Statutes, By-laws, the Code, and any policies adopted by the Council pursuant to the By-laws. All interim decisions shall be reported to the Council at the next meeting.

Vice Chair. The Vice Chair shall assist the Chair in his/her duties and responsibilities. The Vice Chair shall be authorized to act with all the powers and duties of the Chair in the absence of the Chair.

Secretary-Treasurer. The Secretary-Treasurer shall be responsible for the recording of the minutes of all meetings of the Council. The Secretary-Treasurer shall also be responsible for compiling the minutes of any subcommittees of the Council, plus any resolutions, reports, or other documents prepared by the Council, or under the direction of the Council. The Secretary shall maintain all such minutes and other documents in publicly available binders or folders in the offices of the Council in Nashville, Tennessee. The Secretary-Treasurer shall ensure that the Council has sufficient resources to carry out its duties.

Assistant Secretary-Treasurer. The Assistant Secretary-Treasurer shall assist the Secretary-Treasurer in his/her duties and responsibilities.

### Committees of the Council

Executive Committee. The Executive Committee shall consist of the officers of the Council, the Tennessee Attorney General or his or her designee, and if he or she is not an officer, the Chief Executive Officer of the Coalition or his/her designee.

Duties of the Executive Committee. The Executive Committee shall be responsible for interim decision-making between meetings of the Council. All decisions of the Executive Committee in this capacity shall be consistent with the policy and principles of the Council as expressed in the Council's Statutes, Bylaws, the Code, and any policies adopted by the Council pursuant to these Bylaws. These decisions shall be reported to the Council at the next scheduled meeting.

The Executive Committee is authorized to prepare written policies and procedures related to the operation of the Council, the performance of the Council's duties and responsibilities, and the requirements for membership on the Council that are in addition to those requirements in the Council's Statutes. Such policies and procedures shall be submitted to a vote of the Council for approval and shall be consistent with the applicable provisions of the Code, including the Council's Statutes.

Meetings of the Executive Committee. The Executive Committee meet at least once annually to nominate a slate of officers to present to the Council at the Annual Meeting. The Executive Committee is authorized to hold interim meetings to make decisions to carry out the business of the Council.

Other Committees. The Executive Committee shall appoint committees as required by these Bylaws, and such other committees of the Council as it deems necessary to carry on the business of the Council. The Executive Committee may appoint persons who are not members of the Council to serve on these committees with such powers and duties as determined by the Council.

Committee Chairs. The Chair of the Council shall designate a chair for each committee of the Council from among the membership of the Council.

## Amendments

These Bylaws may be amended at a duly called meeting of the Council where a majority of all the members of the Council vote to amend. A thirty-day written notice to all Council members is required to amend these Bylaws.

## Effective Date

These Bylaws shall be effective upon being approved by the Council.

---

Originally adopted by the Council 1/14/00. Amended: 3/23/01 (Article VIII, first paragraph, "Executive Committee"); 4/8/02 (name change, Task Force changed to Tennessee Coalition Against Domestic and Sexual Violence or the Coalition and Article V, second paragraph, "Coalition Appointed Members 8/15/2003 (Article 111, third paragraph, changed to "Council and Coalition appointed members shall serve for a term of 3 years. Such members may be re-appointed to the Council"); 6/6/2014 (Articles 11, 111, IV, V, VI, and VII changed to comply with Tennessee Public Chapter 779 (2014)). Amended: 06/02/2023 (Article II, first paragraph, Executive Director to Chief Executive Officer and added "or designee", Article VI, first paragraph, added "or his/her designee."

---

### Secretary's Certification

I, Tina L. Fox, Secretary of the Domestic Violence State Coordinating Council (the "Council"), hereby certify that (1) the foregoing By Laws of the Council, as amended, were approved by the Council at a meeting on June 2, 2023, (2) notice of the meeting was duly given as required by law and (3) a quorum was present at the meeting.



---

Tina L. Fox

Secretary

June 2, 2023

Date