

BYLAWS

GWINNETT COUNTY FAMILY VIOLENCE TASK FORCE, INC.

REVISED February 2019

ARTICLE 1 - ORGANIZATION NAME

The Gwinnett County Family Violence Task Force, Inc. (Hereafter, "task force")

ARTICLE 2 – MISSION

The Mission of the Task Force is to provide a coordinated community response to meet the needs of persons affected by domestic violence, which will promote effective intervention, enhance victim safety, and ensure offender accountability. "Coordinated Community Response" to domestic violence means a shared philosophical framework on violence, an understanding of each other's roles, and a plan to improve the response of different agencies based on victim-identified needs.

ARTICLE 3 – PURPOSE

The purpose of the Task Force shall be to aid in the advancement of education about and to promote human understanding of family violence and domestic violence, and to lessen the burdens of government and to promote social welfare by:

1. Improving communication and working relationships in the community among agencies and personnel working for the prevention of domestic violence;
2. Improving ways of working with the problem of abuse, neglect, and battering, to include treatment and long-term follow-up of the abused client and children;
3. Alerting the community to the consequences of violence and encouraging citizens to alleviate it; and by
4. Promoting victim safety, offender (batterer) accountability, and effective standards for court-mandated batterer intervention programs (Family Intervention Prevention Programs or FVIPs).

ARTICLE 4 - MEETING OF MEMBERS

SECTION 1. MEMBERSHIP

The Task Force is a member-driven organization. Members shall include community agency representatives, citizens at large, and anyone who supports the purposes of the Task Force. Membership shall be broadly representative of the community at large and shall be granted without discrimination based on sex, race, color, religion, or national origin. The privilege of membership shall be at no cost.

Members are of two classes, "ACTIVE" and "ASSOCIATE". Membership shall be acknowledged on an individual basis. Active members are voting members who attend 80% or greater of Task Force meetings annually.

All members will supply a current e-mail address at which they will receive notices.

SECTION 2. MEETINGS

There will be a meeting of the full Task Force Membership six (6) per year with dates to be determined at the last executive committee meeting of the prior year.

SECTION 3. SPECIAL MEETINGS

Special meetings of the membership may be called by any member of the Executive Committee at such time and place and for such purpose as may be specified in the meeting notice published by the member calling such meeting.

Special meetings shall be called only after a proposal to the Executive Committee is approved. Such notification of these meetings shall be done preferably at least five (5) days prior to the day of the meeting.

SECTION 4. NOTICE OF MEETINGS

Notice of the time and place of each Task Force meeting shall be posted on the Task Force web site AND shall be emailed to each member at least a week prior to the meeting.

SECTION 5. QUORUM

A quorum will be determined if six (6) members and at least two (2) officers are present at the time of voting.

SECTION 6. CONDUCT OF MEETINGS

Roberts Rules of Order shall govern the conduct of all meetings.

ARTICLE 5 - EXECUTIVE COMMITTEE

SECTION 1. NUMBER AND COMPOSITION

The affairs of the Task Force shall be managed by an Executive Committee comprised of the four (4) officers of the Task Force and no more than five (5) additional representatives, chosen annually from the community or from local agencies who work to prevent domestic violence and to hold domestic violence batterers accountable.

SECTION 2. QUALIFICATIONS

The Executive Committee members (i.e., officers) will have been ACTIVE members of the Task Force for at least one (1) year and shall be broadly representative of the community as a whole and shall be chosen without discrimination based on sex, race, color, age, religion, or national origin.

SECTION 3. MEETINGS

The Executive Committee shall meet at least quarterly for the purpose of setting policy and reviewing the Task Force and its activities. The President or designee shall prepare an agenda and preside at the meeting. The Secretary shall send out reminders, and arrange for conference rooms. A designated member shall transcribe minutes of Executive Committee meetings. Meetings may be held in person or by using technologies such as conference calls, e-mails, web-cameras, or by other electronic means.

SECTION 4. SPECIAL MEETINGS

Special meetings of the Executive Committee may be called by any member of the committee upon at least seven (7) days' notice at a time and place specified in the notice. The member calling the special meeting will prepare and distribute an agenda and preside over the meeting.

SECTION 5. QUORUM

A quorum will be determined if three (3) voting board members and at least two (2) officers are present at the time of voting. Action taken by the Executive Committee shall be by a majority of those members voting at a duly called meeting at which a quorum is present.

SECTION 6. DUTIES AND POWERS

The Executive Committee shall have the general power to supervise and manage the operations and affairs of the Task Force, to determine and formulate its policies, objectives and goals, and to propose additions or modifications to the bylaws. The committee shall have the power to submit a slate of nominees for office to the Task Force voting general membership and by vote of the majority with a quorum present to make any proposed or recommended additions or modifications to the bylaws to be presented to the general membership.

The Executive Committee shall approve the budget and expenditures. Any major expenditures or changes in the budget must be approved by the Executive Committee. The fiscal year shall be the calendar year. The financial records of the Task Force are public information and shall be retained by the Treasurer (or designated representative) and made available to the membership, Executive Committee, and/or to members of the general public upon written request with at least five (5) business days' notice.

SECTION 8. TERMS OF OFFICE

Sitting officers shall select and vote to extend invitations to five (5) additional members to sit on the nine (9) member Executive Committee. The five (5) additional representatives may serve for (1) year.

SECTION 9. COMMITTEES

Standing committees exist with responsibility to advise the Executive Committee. The Executive Committee may designate any two (2) or more members of the Task Force to constitute a committee which shall have such duties and exercise such authority as the Executive Committee shall provide in the resolution or motion appointing them.

ARTICLE 6 - OFFICERS

SECTION 1. NUMBER AND TITLE

There shall be a President, Vice-President, Secretary, and Treasurer. The same person may not hold two (2) offices.

SECTION 2. ELECTION

The officers of the Task Force shall be elected by a majority of voting general members present on the day of the vote shall take office effective January 1 of the following year. Officers serve until their successors are nominated and elected unless cause is brought for removal of said officer. Notice of voting shall be sent out via email at least 2 weeks prior or announced at the preceding meeting. Candidates for office shall have been ACTIVE members of the Task Force for one (1) year prior to being nominated for office.

SECTION 3. TERMS OF OFFICE

The terms of office of officers shall be for a period of one (1) year, but officers are eligible for re-election.

SECTION 4. POWERS AND DUTIES

In particular, the duties of the officers shall be as follows:

PRESIDENT

The President shall be the chief executive officer of the Task Force and shall preside at all meetings. The president shall be a signatory on any Task Force accounts. The president shall also have access to the Task Force email and be responsible for correspondence between GCFV and the Task Force, unless otherwise designated.

VICE PRESIDENT

The Vice-President shall perform all duties of the President in the event of the absence or inability of the President to act, or in the event of a vacancy in the office, until another President is nominated and elected. The Vice President shall serve as the membership coordinator for the Task Force.

SECRETARY

The Secretary shall handle the general correspondence of the Task Force, maintain a roll of membership, and track attendance. The Secretary shall keep, maintain, and distribute official notices. The secretary shall take minutes of all membership meetings unless otherwise designated.

TREASURER

The treasurer shall provide written financial reports to the Task Force at each general membership meeting. The Treasurer assists in the preparation of the budget and makes financial information available to the general Task Force, the public, and to public and private agencies. The Treasurer shall maintain the Task Force bank account, check book, and any other financial accounts. The Treasurer shall have the authority to execute payments via check or debit card. The Treasurer ensures timely renewal of the web site domain registration, post office box, and corporate registration with the State of Georgia. The Treasurer shall file an IRS Form 990-N (e-post card) annually. The Treasurer monitors and distributes incoming mail. In the event that the Task Force has sufficient income to require filing a non-profit income tax return, the Treasurer or a qualified professional designee shall ensure timely completion and accuracy of State and Federal income tax returns. The treasurer monitors and distributes incoming mail unless otherwise designated.

SECTION 5. REMOVAL OF OFFICERS

Any officer may be removed after reasonable cause is presented to the membership. During the following general meeting or special called meeting the officer will be given the opportunity to address the membership for verification of the alleged acts and answer questions. A vote shall take place at said meeting with a quorum by secret ballot. If the vote results in removal, the executive board shall notify the person within three (3) days. In the event of an officer being removed the President or Interim President shall have the authority to appoint an eligible member as interim to the position.