

**THE BATTERER INTERVENTION PROGRAM (BIP)  
CERTIFICATION BOARD**

**STATEMENT OF PURPOSE, ORGANIZATION, & RESPONSIBILITY**

- 1) **THE PURPOSE** of the BIP Certification Board is to oversee the certification process for batterer intervention programs.
- 2) The BIP Certification Board is an **INDEPENDENT ORGANIZATION**.
  - a. The BIP Certification Board shall consist of TWENTY members:
    - i. Five representatives from the Coalition for the Treatment of Abusive Behaviors (CTAB), Five representatives from Victim Services/Advocacy, (VS/A) and Five representatives from the Virginia Community Criminal Justice Association (VCCJA).
    - ii. Up to Five representatives from a victim advocacy or victim services organization.
    - iii. Up to Five at large members
  - b. In order to qualify for BIP Certification Board membership, an individual must:
    - i. Respect program individuality;
    - ii. Attend Board meetings;
    - iii. Be available to conduct site visits; and
    - iv. Demonstrate an understanding of the philosophy and principles of the Virginia Standards of Batterer Intervention Programs
  - c. In addition, representatives from member organizations shall also
    - i. Have experience working with a Batterer Intervention Program or Domestic Violence Program or be a member of C-TAB, VS or VCCJA; and
    - ii. Represent the diversity of the C-TAB, VS, and VCCJA membership
- 3) The **RESPONSIBILITIES** of the BIP Certification Board are:
  - a. To develop recommendations for revision of the following:
    - i. Criteria for certification of batterers intervention programs;
    - ii. The certification process, itself, including sections of the criteria relating to the certification board, the review team, the certification process, site

- visits, the procedure for appeal, costs of certification, and the process for revision; and
- iii. Any other content of the Virginia Standards for Batterer Intervention Programs.
- iv. To review and approve all applications
- b. To develop and maintain the following documents related to Certification of Batterers Intervention Programs:
  - i. An Application for certification
  - ii. An evaluation form for the certification review team to use to determine how effectively BIP meet the certification criteria
  - iii. Guidelines for site visits
  - iv. Certification documentation, including certificates and a list of Certified Batterer Intervention Programs, and feedback forms
- c. To assist that Batterer Intervention Programs in receiving technical assistance upon request, for the purpose of achieving certification.

**By laws of the**  
**Batterer Intervention Programs (BIP)**  
**Certification Board**

**SECTION 1. OFFICES**

The Batterer Intervention Programs (BIP) Certification Board (The Board) is an organization, which is statewide in scope. The organization may have offices and places of business at other places within and without the Commonwealth of Virginia as shall be determined by a vote of the members of the BIP Certification Board.

**SECTION 2. ANNUAL MEETING OF THE BOARD**

The annual meeting of the organization shall be held on the first Friday of October each year at such place as the officers of the Board designate by proper notice to all members.

**SECTION 3. SPECIAL MEETINGS OF THE BOARD**

Special meetings of the Board for any purpose or purposes may be called by the, and must be called by him or her, on receipt of a written request of twenty five per cent of the members of the Board entitled to vote.

**SECTION 4. NOTICE OF ANNUAL OR SPECIAL MEETINGS OF THE BOARD**

Notice of the annual meeting or of a special meeting, stating the time, place and purpose of purposes there of shall be given to each Board member not less than 10 days prior to the meeting, but such notice may be waived in writing at any time. A meeting to vote on changes in policy, certification standards, or the structure and functions of the Board shall be considered a special meeting.

**SECTION 5. QUORUM NECESSARY FOR REGULAR/SPECIAL MEETINGS**

At any regular meeting of the BIP Certification Board, 6 members shall constitute a quorum to conduct business, except as otherwise provided by law. At any special meeting of the BIP Certification Board, including any meeting where policy changes, certification standards, or structure and functions of the BIP Certification Board are voted on, a quorum of 7 members is necessary.

**SECTION 6. VOTING REQUIREMENTS FOR REGULAR/SPECIAL MEETINGS**

At each regular meeting of the BIP Certification Board, each member attending, including the Chair, may have one vote. The vote is determined by simple majority of those present. A tie vote fails. At special meetings of the BIP Certification Board, each member attending may have one vote. The vote on regular business will be determined by a simple majority of those present but votes on policy changes, certification standards, or structure and functions of the BIP Certification Board require a two thirds majority for passage.

**SECTION 7. VOTING PROCEDURES**

Any action considered by the BIP Certification Board must be voted on prior to implementation. To be voted on, a member of the Board by Motion must formally submit an action to the BIP Certification Board. In order to be considered further, it must then be seconded by another member of the Board and discussed. Amendments to a Motion may only be proposed by another member of the BIP Certification Board during discussion on the Motion. An amendment must be accepted by the member whose Motion is affected. If amendment is accepted, a vote on the Motion constitutes a vote on the amended Motion. If the amendment is not accepted, a vote on the Motion is a vote on the original Motion only. If more than one amendment is proposed, each amendment must be specified and noted as accepted or rejected prior to vote on the Motion. Implementation of any action requires a recorded vote by the Board on the action.

**SECTION 8. NUMBER OF BOARD MEMBERS, APPOINTMENT, TENURE, VACANCIES**

The business and affairs of the organization shall be managed and controlled by a Board of not more than 20 members. There will be FIVE (5) representatives from the Coalition for the Treatment of Abusive Behaviors (CTAB), FIVE (5) representatives from the Virginia Community Criminal Justice Association (VCCJA), Up to FIVE representatives from Victim Services/Advocacy organizations and Up to FIVE (5) At-Large representatives. Each member shall hold office until the election of his or her successor but any member may resign at any time. Vacancies occurring on the Board may be filled by the appointment of the Chair. The representatives from each member organization shall be appointed for two-year terms. The At Large members shall be appointed for two-year terms. The Victim Services/Advocacy representatives and At-Large members shall be appointed for two-year terms. No member may serve more than two consecutive terms. An exception may be granted at the discretion of the board.

**SECTION 9. REGULAR MEETINGS OF THE BOARD**

Immediately after appointment of BIP Certification Board members in October, the BIP Certification Board members shall meet forthwith for the purpose of organization and the transaction of other business. If a quorum of the members is present, no prior notice of such meeting shall be required. Other regular meetings of the Certification Board shall be held on the first Fridays of February, April, June, August and December. These regular meetings may be held without additional notice at such times and places as the members shall determine. Any particular meeting date can be changed at the discretion of the Board with proper notice given to all Board members.

**SECTION 10. RESPONSIBILITIES OF BOARD MEMBERSHIP**

Members of the BIP Certification Board are expected to regularly and timely attend BIP Certification Board meetings, participate in discussions and votes, and complete duties assigned or assumed. The following create circumstances where members are subject to removal by vote at a meeting of the BIP Certification Board called for the purpose: a) failure to attend 2 out of 6 scheduled meetings or 1/3 of the scheduled meetings in one year, b) failure to participate, c)

violation of the By Laws, d) violation of the confidentiality of the BIP Certification Board and of applicant programs, e) failure to perform assigned or assumed duties.

#### **SECTION 11. OFFICERS**

The officers of the organization shall be a Chair, a Vice Chair, a Secretary, and a Treasurer and any other assistants the BIP Certification Board may determine to elect at any time. The officers shall be elected annually by the members at the annual meeting and shall hold office for one year terms at the pleasure of the members. Any of the officers' positions, other than Chair and Vice Chair, may be united in one person. Vacancies occurring among the officers between meetings may be temporarily filled by appointment of the Chair and elected to complete the term by the members at the next meeting of the BIP Certification Board. Any officer may be removed at any time by the affirmative vote of a majority of the members at a meeting called for the purpose.

#### **SECTION 12. THE CHAIR**

The Chair shall preside at all meetings of the BIP Certification Board. The Chair, with input from staff and other members, shall be responsible for preparing the agenda of all meetings. He or she shall have general authority to run meetings of the Certification Board and shall, in particular, have authority to make interim appointments of members and officers and to limit discussions.

#### **SECTION 13. VICE CHAIR**

The Vice Chair shall, in the absence or disability of the Chair, exercise the powers and perform the duties of the Chair. He or she shall also generally assist the Chair and exercise such other powers and perform such other duties as shall be described by the members of the BIP Certification Board.

#### **SECTION 14. THE SECRETARY**

The Secretary shall keep the minutes of all proceedings of the BIP Certification Board. The official minutes and attendance records of the meetings of the BIP Certification Board will be produced by the Secretary of the organization. In addition to keeping minutes of the proceedings, the Secretary shall hold the official minutes and records of the BIP Certification Board, attend to the giving and serving of all notices to the BIP Certification Board members, or other notices required by law or these By-Laws, and shall perform all other duties incident to the office of Secretary.

#### **SECTION 15. THE TREASURER**

Currently, the BIP Certification Board holds no funds. Collection of batterer intervention program dues, certification application fees, and the costs and expenses associated with the BIP Certification Board are coordinated through one of the member organizations. The Treasurer will report to the Certification Board on expenditures made by the member organization on its behalf. If, in the future, the BIP Certification Board holds and expends funds the Treasurer shall hold custody of all funds, securities, evidences of indebtedness and other personal property of the organization and shall deposit the same in such bank or trust company as shall be designated by

the members of the BIP Certification Board or the Chair. He or she shall receive and give receipts for monies paid in on account of the organization and shall pay out of the funds on hand all bills, payrolls, and other just debts of the organization of whatever nature upon maturity of the same; he or she shall enter regularly in the books of the organization, to be kept by him or her for that purpose, full and accurate accounts of all monies received and paid out by him or her on account of the corporation, and he or she shall perform all other duties incident to the office of Treasurer.

**SECTION 16. AT LARGE MEMBERS**

At-large members shall be nominated by Certification Board members at any scheduled meetings.

**SECTION 17. COMMITTEES**

Committees will be established on an as needed basis. The Chair will appoint all committee members.

**SECTION 18. CERTIFICATION REVIEW**

The BIP Certification Board has the responsibility for certifying batterer intervention programs.

**SECTION 19. SITE VISITS**

Representatives from the BIP board shall make site-visits to each certified program, approximately once every three years.

**SECTION 20. DEPOSITORIES**

The funds, if any, of the BIP Certification Board shall be deposited in such bank or trust company, and checks drawn against such funds shall be signed in such manner, as may be determined from time to time by the members of the Board.

**SECTION 21. NOTICE AND WAIVER OF NOTICE**

Any notice required to be given by these By-laws may be given by mailing or faxing the same to the person entitled thereto at his or her address or facsimile number as shown on the BIP Certification Board's books held by the Secretary and such notice shall be deemed to have been given at the time of such mailing or facsimile transmission. Any notice required by these By-laws to be given may be waived by the person entitled to be given such notice.

**SECTION 22. POWER TO AMEND, ETC.**

The members of the Board shall have the power to make, amend, and repeal the By Laws of the organization by a vote of the majority of all the members at any regular or special meeting of the Board called for that purpose.

**SECTION 23. BOARD CONFIDENTIALITY**

Discussions at BIP Certification Board meetings are confidential. Certification Board members are not representatives of their individual programs with the exception of At-Large members. As such, information from BIP Certification Board meetings should not be discussed with program co-workers. The CTAB and VCCJA representatives are each responsible for relaying BIP Certification Board information requiring action to their respective organizations. Transmission of confidential materials, including minutes, and discussion of issues shall be through regular mail, email, telephone, or facsimile services. Forwarding of any information by email to individuals outside of the Certification Board of staff may be considered a violation of Certification Board confidentiality.

## **SECTION 25. PROCEDURE FOR COMPLAINTS**

Complaints concerning the processes and policies of the BIP Certification Board should be directed to the Chair of the Board, added to the agenda of the next meeting, and brought to discussion by the full BIP Certification Board. The Chair is designated to receive complaints but is not authorized to speak on behalf of the Board until after the issue(s) is/are presented and position(s) adopted by the Board. Complaints received by BIP Certification Board members or staff shall be reduced to writing and sent to the Chair to bring before the next meeting. Complaints shall include the date, the nature of the complaint, the role of person complaining, and suggestions for correcting problems. Individuals complaining have a right to confidentiality but the context of the complaint is necessary for evaluation.