

**BY-LAWS OF
THE WASHINGTON STATE COALITION
AGAINST DOMESTIC VIOLENCE
(Amended as of October 13, 2015)**

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**BY LAWS OF THE
WASHINGTON STATE COALITION AGAINST DOMESTIC
VIOLENCE**

ARTICLE I: NAME

The name of this non-profit corporation shall be WASHINGTON STATE COALITION AGAINST DOMESTIC VIOLENCE, hereinafter referred to as "WSCADV" or the "Corporation."

ARTICLE II: PURPOSE

The Corporation is organized exclusively for charitable and educational purposes, the making of distributions to organizations that qualify as exempt organizations under section 501 (c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code. The Corporation's purposes include, but are not limited to:

- A. To provide a leadership role on a statewide level on behalf of victims of domestic violence and their children.
- B. To facilitate communication among domestic violence programs and related organizations and individuals.
- C. To facilitate systems coordination on domestic violence.
- D. To end domestic violence in public and private arenas.
- E. To provide education, support and outreach to the domestic violence programs of Washington State.
- F. To do any and all lawful activities which may be necessary, useful or desirable for the furtherance, accomplishment, fostering or attainment of the foregoing purposes.

ARTICLE III: PROHIBITED ACTIVITIES

No part of the net earnings of the Corporation shall inure to the benefit of, or be distributable to, its members, trustees, officers, or other private persons, except that the Corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article II herein. No substantial part of the activities of the Corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the Corporation shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of these bylaws,

the Corporation shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from federal income tax under section 501(c) (3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or (b) by a corporation, contributions to which are deductible under 170(c) (2) of the Internal Revenue Code, or corresponding section of any future federal tax code.

ARTICLE IV: PRINCIPAL OFFICE AND REGISTERED AGENT

The Corporation shall have and continuously maintain in the State of Washington a principal office and registered agent. The registered agent and principal office may be changed from time to time by the Corporation's board of directors (the "Board" or "Board of Directors"). Such change shall be filed with the State Corporation Commissioner.

ARTICLE V: MEMBERSHIP

A. APPLICATION FOR MEMBERSHIP. Organizations, tribes and tribal organizations may apply for membership as a Member Program or Organizational associate, and individuals may apply for membership as Individual Associates, by submitting the applicable application form to the Corporation. The Corporation will review each application to ensure that the applicant meets the applicable qualifications for membership, and will notify each applicant if its/his/her application has been accepted. Each accepted applicant will become a member in the applicable category upon payment of the applicable dues.

B. GENERAL QUALIFICATIONS. Qualifications for membership in the Corporation are:

1. A commitment to serve the needs of victims and survivors of physical, emotional and/or sexual abuse, and to work towards the elimination of domestic and sexual violence.
2. Agreement with and adherence to the Corporation's Principles of Unity which state:

"The Washington State Coalition Against Domestic Violence affirms the right of each person to live without fear or the threat of violence. We oppose the use of violence as a means of control. We recognize that oppression in the form of racism, sexism, classism, anti-Semitism,

imperialism, ageism, heterosexism, oppression of persons with disabilities and religious oppression, creates a climate of supremacy and ownership which enables domestic and sexual violence.

We recognize that religious beliefs and practices are matters of personal conscience and individual choice. Therefore, no member shall promote or discourage a particular religious belief in the course of her/his work. We believe that all women have the right to autonomy and self-determination regarding all sexual and reproductive matters, lifestyles, finances, education and employment.

We encourage the leadership of women in making policy and program decisions. We are accountable to victims and survivors of domestic and sexual violence. To adhere to the Principles of Unity, each member of the coalition shall ensure that institutional forms of oppression are not perpetuated in policies, practices, services, staffing, and distribution of resources.”

3. Payment of membership fees.
- C. NONDISCRIMINATION. No one will be denied membership because of race, age, color, creed, ethnicity, religion, national origin, class, gender identity, gender expression, political view, sexual orientation, or physical or cognitive ability.
 - D. CATEGORIES. The membership of the Corporation shall consist of Member Programs, Organizational Associates, and Individual Associates.
 1. Member Programs. Member Programs shall consist of
 - a) private, non-profit organizations and tribal agencies that focus on providing services to victims and survivors of domestic violence and their children;
 - b) private, non-profit organizations and tribal agencies that have a program component that focuses on providing services to victims and survivors of domestic violence and their children; and
 - c) programs that receive public money and that provide shelter and/or community based advocacy for victims and survivors of domestic violence and their children.

Responsibilities:

- a) payment of annual dues; and
- b) to cast one ballot in elections

Privileges:

- a) participate in the decision-making process of the Corporation;
- b) opportunity to attend membership meetings and participate on committees;
- c) opportunity to network with other state programs;
- d) access to resource materials; and
- e) the opportunity for representatives of Member Programs to serve on the Board of Directors.

2. Organizational Associates. Organizational Associates shall consist of organizations that do not qualify as Member Programs but wish to support the Coalition.

Responsibilities:

- a) payment of annual dues

Privileges:

- a) input only in the decision-making process of the Corporation;
- b) opportunity to attend membership meetings and participate on committees;
- c) opportunity to network with other state programs;
- d) access to resource materials; and
- e) the opportunity for Organizational Associates and Individual Associates to serve on the Board of Directors.

3. Individual Associates. Individual Associates shall consist of individuals who wish to support the Coalition.

Responsibilities:

- a) payment of annual dues.

Privileges:

- a) input only in the decision-making process of the Corporation;
- b) opportunity to attend membership meetings and participate on committees;

- c) opportunity to network with other state programs;
- d) access to resource materials; and
- e) the opportunity to serve on the Board of Directors.

E. **TERMINATION OR CHANGE IN STATUS.** Termination of membership or change in membership category, as applicable, will occur when (a) a member no longer meets the qualifications required for such member's membership category; (b) membership dues have not been paid or waived; and/or (c) upon approval by the Corporation of a member's request for change in membership category. A member may also voluntarily resign upon written notice to the Corporation. The Board of Directors shall be informed of all terminations or changes in membership category.

F. **DECISION MAKING.** Except as otherwise provided in these Bylaws, decisions of the members shall be made by 2/3 vote of a quorum of Member Programs in good standing.

G. **MEETINGS.**

1. Membership and Special Meetings. Membership meetings and special meetings of the members will be scheduled as needed.
2. Annual Meeting. The purpose of the annual meeting shall be to review and inform the members of the activities of the Corporation over the past year, as well as other business activity as required by law.
3. Quorum. For purposes of any member meeting, a quorum shall consist of a simple majority of Member Programs in good standing.
4. Proxies. There shall be no proxies allowed at any meeting of members.
5. Notice of Meetings. Written or printed notice setting the place, day and hour of each member meeting and, in case of a special meeting, the purpose or purposes for which the meeting is called, shall be mailed not less than twenty-one days before the date of the meeting, either personally,

by Email (as defined below, and in accordance with Article VII K.6. below) or by first class mail.

6. Open Meetings. All meetings of the membership and of its governing bodies shall be open to all members, and all persons shall be permitted to attend any meeting except as stated below. An executive session, which is a closed meeting of the Board of Directors, may be called by the Board, in order for the Board:

(A.) To evaluate the qualification of an applicant for employment.

(B.) To review the performance of an employee.

(C.) To receive and evaluate complaints or charges brought against an employee; however, upon the request of such employee, a public hearing or meeting open to the public shall be conducted upon such complaint or charge.

7. Telephonic Meetings. Members may participate in the annual meeting, any special meeting or any other meeting of the members by means of a conference telephone or similar communications equipment, provided that all persons participating in the meeting can hear each other at the same time. Subject to the notice requirements of Article VII K.6. below, such a meeting shall be considered a duly held meeting of the members and participation by such means shall constitute presence in person at the meeting.

H. DUES. Annual dues shall be determined by the Board of Directors. Exceptions/waivers shall be considered and determined by the Corporation on a case-by-case basis.

ARTICLE VI: CAUCUSES

A. DEFINITION. A caucus ("Caucus") is a group of individuals who are individual members and/or from Member Programs who come together because of backgrounds and experiences unique to such individuals and whose concerns need to be addressed within the Corporation, as determined by the Board. A Caucus must apply to and be approved by the Board. A Member

Program or Organizational Associate in itself shall not qualify as a Caucus.

ARTICLE VII: BOARD OF DIRECTORS

- A. **POWERS.** The affairs of the Corporation shall be managed by the Board of Directors.
- B. **NUMBERS AND QUALIFICATIONS.**
The number of directors, those elected according to the provisions of these Bylaws, shall be no more than sixteen (16) and no fewer than twelve (12). The Board shall comprise itself at all times so that at least a simple majority of directors represent member programs. At least three directors shall be Organizational Associates or Individual Associates. All directors shall maintain high personal standards of ethical responsibility, character and business integrity and shall be committed to carrying out the purposes and mission of the Corporation by following these By-Laws.
- C. **REPRESENTATION.**
WSCADV shall strive to achieve representation on its board as follows: at least fifty percent (50%) of the Directors should be considered members of historically oppressed groups as reflected in the Corporation's Principles of Unity; at least fifty percent (50%) should identify as survivors of domestic or sexual violence; and collectively, the Board should fairly represent the entire geography of Washington state. The representation goals in this section are permissive guidelines only, and are not mandatory.
- D. **ELECTION OF DIRECTORS.** The Board members ("Directors") shall be elected according to the following procedures:
 - 1. At least two (2) months preceding the election, notice shall be sent to the membership of upcoming vacancies on the Board of Directors. At this time, the Board shall also appoint two (2) election supervisors ("Election Supervisors"), who shall be Directors whose terms are not expiring.
 - 2. The Board shall select a nominating committee (the "Nominating Committee"), which shall be responsible for

development and selection of a list of eligible candidates for vacant Board positions.

3. The Nominating Committee shall affirm the leadership of women, and shall encourage and select candidates that are representative of the diversity of Washington state with particular attention to communities of color, Native American, immigrant, refugee, and LGBT populations. The committee shall strive to ensure that no one agency is over-represented on the board by encouraging agency representation be limited to one seat at a time.
 4. Notice of the candidates selected by the Nominating Committee and of Directors elected by their Caucuses shall be submitted to the general membership at least thirty (30) days prior to the annual meeting.
 5. Floor nominations will be accepted if the nominee is or represents a member in good standing, meets the qualifications and eligibility for the position as established by the Board of Directors, and consents, and if three Member Programs endorse the nomination.
 6. The Election Supervisors will determine the balloting procedure for electing Directors, in consultation with the Nominating Committee. Elections may be conducted by mail, telephonically or electronically.
 7. Each Member Program may cast one vote for each open position on the Board.
- E. TERM OF OFFICE. The term of office of each Director shall be two (2) years, unless he or she resigns or is removed earlier pursuant to Article VII F. below. Uninterrupted membership on the Board of Directors shall be limited to three (3) full two-year terms. To the greatest extent possible, board terms shall be staggered. A term in office begins at the first Board meeting in the calendar year following election. An individual is eligible for reapplication to a Board position after a two-year absence from the Board.
- F. VACANCIES. Vacancies on the Board may be filled by application from the general membership to the Board and majority vote of

the remaining Directors and if selected shall serve for the remainder of the unexpired term of the predecessor in office.

- G. REMOVAL. Removal of Directors shall be initiated by the concurrence of three (3) or more Directors. Upon such concurrence, notice of the proposed removal shall be given or mailed to all Directors at least ten (10) days prior to the regularly scheduled board meeting at which removal will be addressed. Such notice shall state the grounds given for the proposed removal. Members of the Board of Directors shall be removed by a consensus of the entire Board of Directors minus the Director in question.
- H. QUORUM. A quorum shall consist of a simple majority of the Directors then in office. A decision at any meeting at which a quorum is present shall be the act of the Board, unless otherwise specified by the By-Laws.
- I. DECISION-MAKING. The Board shall make decisions by consensus. Consensus shall be defined as a process where a quorum of Directors present come to an agreement they can all support. The process for reaching consensus shall include:
 - 1. Presentation of a proposal for a decision.
 - 2. Discussion called for by a facilitator.
 - 3. Modifications of the proposal.
 - 4. When it seems some agreement may have been reached the facilitator shall try for consensus by stating the current proposal and calling for agreement and objections.
 - 5. Directors and members shall have the right to state their support or their objections.
 - 6. If all Directors support the proposal and there are no objections, the proposal shall pass. If there are objections to the proposal, consensus is not reached and discussion of the proposal shall continue with all Directors working for a proposal that all can support. The facilitator shall continue to try for consensus whenever it seems possible. Directors who have concerns about the proposal but who can agree to live with it despite these concerns may choose to abstain

from the decision, stating their concerns but not blocking consensus from being reached.

7. If consensus cannot be achieved during a meeting or if further discussion and clarification is warranted, the proposal will be taken up at the next scheduled meeting. This will allow time for reflection and information gathering.
 8. If a decision is critical or time sensitive and consensus cannot be reached, the decision may be made by a two-thirds majority of those present or delegated to the Executive Committee.
- J. **ABSENCES.** A Director will be deemed removed, immediately, and without any action by the Board of Directors, upon either of the following events: (a) the absence of such Director from three (3) or more scheduled Board meetings within any twelve (12) month period; or (b) the absence of such Director at any two (2) consecutive Board meetings. Any Director whose position is vacated by operation of this section shall receive notice at least ten (10) days prior to the next Board meeting and may request reinstatement prior to the next scheduled board meeting. Reinstatement shall be accomplished by consensus of the other Directors.
- K. **RESIGNATION.** A Director may resign by delivering written notice to the Corporation at its business address.
- L. **MEETINGS.**
1. Regular meetings. Regular meetings of the Board shall be held at the times and places designated by the Board. At least six (6) meetings shall be held annually. Dates, times, locations, and tentative agendas for regular meetings shall be made available to Member Programs upon request.
 2. Special meetings. Special meetings of the Board may be called by the Chair or the Executive Committee. Member Programs shall be notified of the dates times, locations, and tentative agendas for special meetings.
 3. Open Meetings. See Article V G.6.

4. Telephonic Meetings. Directors and members may participate in a meeting of the Board by means of a conference telephone or similar communications equipment, provided that all persons participating in the meeting can hear each other at the same time. Subject to the notice requirements of this Article VII, such a meeting shall be considered a duly held meeting of the Board and participation by such means shall constitute presence in person at the meeting.
5. Notice of Meetings. Written or printed notice setting the place, day and hour of each annual and special meeting of the Board shall be mailed not less than ten (10) days before the date of the meeting, either personally, by electronic transmission ("Email") or by first class mail.
6. Email Notice. Notice by Email is effective only with respect to Directors and members who have consented, in the form of a record, to receive electronically transmitted notices and designated in the consent the address, location or system to which these notices may be electronically transmitted. Notice provided in an electronic transmission includes material required or permitted to accompany the notice by the Washington Nonprofit Corporation Act or other applicable statute or regulation. A Director or member who has consented to receipt of Email notices may revoke the consent by delivering a revocation to the Corporation in the form of a record. The consent of a Director or member to receive notice by Email is revoked if the Corporation is unable to electronically transmit two (2) consecutive notices given by the Corporation in accordance with the consent, and this inability becomes known to the Recorder of the Corporation or any other person responsible for giving the notice. The inadvertent failure by the Corporation to treat this inability as a revocation does not invalidate any meeting or other action. Notice to Directors and members who have consented to receipt of electronically transmitted notices may be provided by posting the notice on an electronic network and delivering to the Director or member a separate record of the posting, together with comprehensible instructions regarding how to obtain access to the posting on the electronic network.

ARTICLE VIII: OFFICERS

- A. **ELIGIBILITY.** It is strongly preferred that to be eligible to serve as an officer of the Corporation, an individual will have previously served as a Director.
- B. **NUMBERS.** The officers of the corporation shall consist of a Chair, Vice-Chair, a Recorder and a Treasurer elected annually by the Board of Directors for terms of one (1) year at the first board meeting after the annual meeting. These officers shall constitute the Executive Committee.
- C. **CHAIR.** The Chair of the Board of Directors shall oversee all activities of the Corporation, preside at all meetings of the Board of Directors, call such meetings as shall be deemed necessary and perform such other duties usually inherent in such an office. The Chair may sign documents with the Treasurer or any other proper officers of the Corporation authorized by the Board of Directors to execute documents except in cases where signing and execution thereof shall be expressly delegated by the Board of Directors to another officer or agent of the Corporation.
- D. **VICE-CHAIR.** The Vice-Chair of the Board of Directors shall act on behalf of the Corporation in the absence of the Chair and shall perform such other duties as assigned by the Chair and/or the Board of Directors.
- E. **RECORDER.** The Recorder of the Board of Directors shall keep all records of the Board of Directors and of the Corporation and perform such other duties as assigned by the Board.
- F. **TREASURER.** The Treasurer of the Board of Directors shall be the chair of the Finance Committee and shall periodically review the financial records of the Corporation, oversee the preparation of all budgets and shall be responsible for keeping the Board of Directors informed of all pertinent financial data at its regular meetings.
- G. **VACANCIES.** In the event of vacancies caused by the death, resignation, or removal of an officer, the Executive Committee shall appoint a member of the Board of Directors to complete the unexpired term of office. The appointment shall be approved by a consensus of the Board of Directors.

ARTICLE IX: COMMITTEES

All committees, with the exception of the Executive and Finance Committees, may include members from the entire membership along with a minimum of two (2) Directors.

- A. EXECUTIVE COMMITTEE. The elected officers shall constitute the Executive Committee, empowered to perform all necessary acts of the Board between meetings, including setting the agenda of the Board. Any such action shall be reviewed by the Board when it next meets. The Executive Committee shall serve as the Personnel Committee which will function on an ad hoc basis.
- B. FINANCE COMMITTEE. The Finance Committee shall recommend financial policies, review monthly statements and the annual budget. The Finance Committee shall consist solely of Directors.
- C. PERSONNEL COMMITTEE. The Personnel committee will evaluate the Executive Director, hear grievances and recommend personnel policies and procedures. When developing policies and procedures, Coalition members may be included.
- D. RESOURCE DEVELOPMENT COMMITTEE. The Resource Development Committee works in conjunction with the Executive Director to identify and secure funding and resources to support the goals and objectives of the organization.
- E. NOMINATING COMMITTEE. The Nominating Committee shall oversee the Board nomination and election process. Committee members should confirm nominee eligibility, review nominee applications and supplemental materials, establish the slate of officers, track Board terms, provide orientation to new Board members, and perform exit interviews with outgoing Board members.
- F. AD HOC COMMITTEES. The Board of Directors has the power to create ad hoc committees as they deem appropriate.

ARTICLE X: ADMINISTRATIVE AND FINANCIAL PROVISIONS

- A. LOANS PROHIBITED. The Corporation may not lend money to or guarantee the obligations of a Director or officer of the Corporation.

- B. BOOKS AND RECORDS. The Corporation shall keep current and complete records of account and shall keep minutes of the proceedings of the Board, the Membership and any committees having the authority of the Board. The books, accounts and records of the Corporation shall be kept at the principal office and may be inspected by any member or her/his agent or attorney, for any proper purpose at any reasonable time.
- C. FISCAL YEAR. The Fiscal year of the Corporation will be the calendar year.

ARTICLE XI: ACTIONS BY WRITTEN CONSENT

Any corporate action permitted by the Articles of By-Laws to be taken at a meeting of the members or Directors of the Corporation or a committee of the Board may be taken without a meeting if a consent in writing, setting forth the action so taken, shall be signed by all of the members or Directors or committee members, as the case may be, entitled to vote with respect to the subject matter thereof and included in the minutes or filed with the corporate records. Such consent shall have the same force and effect as a unanimous vote and may be described as such.

ARTICLE XII: WAIVER OF NOTICE

Whenever any notice is required to be given to any member or Director of the Corporation by the Articles or By-Laws or by the laws of the State of Washington, a waiver thereof in writing signed by the person or persons entitled to such notice, specifying the meeting(s) for which notice is waived and filed with the minutes of the Corporation, whether before or after the date and time of such meeting(s), shall be equivalent to the giving of such notice. In addition, attendance of a Director or member at any meeting shall constitute a waiver of notice of such meeting, except where the Director or 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.

ARTICLE XIII: AMENDMENT OF BY-LAWS

Written notice of intention to amend or repeal these By-Laws or to adopt new By-Laws shall be given to the general membership by the Board of Directors at least thirty (30) days prior to the annual meeting. A revision, amendment, or repeal of the By-Laws and

adoption of new By-Laws is effective upon a 2/3 vote of a quorum of Member Programs present at such annual meeting.

ADOPTED: May 20, 1991

Tyra Lindquist
President, Board of Directors

AMENDED: September 27, 1994

Amendments were as follows:

| | |
|-----------------|---------------|
| Article V:A.3 | Article V:G |
| Article V:C.1.6 | Article VII:B |
| Article V:C.2.6 | |

AMENDED: October 1, 1996

Amendments were as follows:

| | | |
|-----------------|-----------------|--------------|
| Article II:F | Article V:D | Article IX:C |
| Article II:G | Article V:G | Article IX:E |
| Article V:A.2.A | Article VII:B | Article IX:F |
| Article V:A.2.B | Article VII:C.2 | Article IX:G |
| Article V:A.2.C | Article VII:C.3 | Article XII |
| Article V:A.2.D | Article VII:C.5 | Article XIII |
| Article V:A.4 | Article VII:C.6 | |
| Article V:C.1.1 | Article VII:D | |
| Article V:C.1.2 | Article III:B | |
| Article V:C.1.3 | Article IX | |
| Article V:C.1.4 | Article IX:B | |

AMENDED: July 21, 2000

Amendments were as follows:

| | |
|---------------|-------------------|
| Article V:A.2 | Article VII:C.2-4 |
| Article V:C | Article VII:G |
| Article V:E | Article VII:H |
| Article V:F.3 | Article IX:E |
| Article VI:B | Article XIII |
| Article VII:B | |

AMENDED: September 23, 2008

Amendments were as follows:

| | |
|-----------------|-------------------|
| Article V:A.2 | Article VII:C.3 |
| Article V:B | Article VII:C.5 |
| Article V:C.1-3 | Article VII:D |
| Article V:D | Article VII:E |
| Article V:E | Article VII:I |
| Article V:F.1 | Article VII:J.1-4 |

Article V:F.3
Article VII:B

Article VIII:G
Article IX:E

AMENDED: September 28, 2010

Amendments were as follows:

Article VII: D

AMENDED: September 16, 2013

Amendments were as follows:

| | | | |
|---------------|-----------------|----------------|----------------|
| Article I | Article V:D.3 | Article VII:E | Article VIII:C |
| Article II | Article V:E | Article VII:F | Article IX |
| Article III | Article V:F | Article VII:G | Article IX:A |
| Article IV | Article V:G | Article VII:H | Article IX:B |
| Article V:A | Article VI:A | Article VII:I | Article X:C |
| Article V:B.1 | Article VII:B | Article VII:J | Article XI |
| Article V:D.1 | Article VII:C | Article VII:K | Article XII |
| Article V:D.2 | Article VII:D.1 | Article VIII:A | Article XIII |

AMENDED: October 13, 2015

Amendments were as follows:

| | |
|---------------|---------------|
| Article V:D.1 | Article VII:C |
| Article V:D.2 | Article VII:D |
| Article V:D.3 | Article VII:E |
| Article VI:B | Article VII:I |
| Article VI:C | Article IX:E |
| Article VII:B | |

CERTIFICATE OF RECORDER

I certify that I am the duly elected and acting Recorder of Secretary of The Washington State Coalition Against Domestic Violence, a Washington nonprofit corporation, that the foregoing Bylaws, consisting of eighteen (18) pages, not including this page, are the Bylaws of the Corporation adopted by the Board of Directors on May 20, 1991, as amended by the Board of Directors on September 27, 1994; October 1, 1996; July 21, 2000; September 23, 2008; September 28, 2010; September 16, 2013; and as further amended by the Board of Directors on October 13, 2015.

Executed at _____, Washington, on _____, 2015.

By: _____

Name: _____

Recorder