

SEXUAL ASSAULT ADVISORY COUNCIL CHARTER AND BY-LAWS

ARTICLE I

PURPOSE

- (a) The Sexual Assault Advisory Council (the “Council”) has been established pursuant to Section 8D of the Peace Corps Act as amended by the Kate Puzey Peace Corps Volunteer Protection Act of 2011 (the “Kate Puzey Act”).
- (b) The purpose of the Council is to review (i) the sexual assault risk-reduction and response training developed under Section 8A of the Peace Corps Act as amended by the Kate Puzey Act, (ii) the sexual assault policy developed under Section 8B of the Peace Corps Act as amended by the Kate Puzey Act, and (iii) such other matters related to sexual assault that the Council views as appropriate to ensure that such training and policy conform to the extent practicable to best practices in the sexual assault field.
- (c) The role of the Council shall be solely advisory. The Council shall not have, or be assigned, any operational responsibilities.
- (d) Pursuant to the Kate Puzey Act, the Council shall terminate on October 1, 2018.

ARTICLE II

MEMBERSHIP

- (a) The Director shall appoint and remove the members of the Council at any time determined by the Director.
- (b) The Council shall consist of not less than eight individuals. At least one member shall be a returned Peace Corps Volunteer who was a victim of sexual assault during service and at least one member shall be a returned Peace Corps Volunteer who was not a victim of sexual assault. The other members shall be governmental and nongovernmental experts and professionals in the sexual assault field, including those knowledgeable about gender-based violence. These individuals shall reflect the spectrum of the following disciplines in the field of sexual violence:
- Risk reduction and prevention
 - Medical forensics
 - Medical and mental health response using trauma-informed practices
 - International law enforcement
 - International criminal justice systems
 - Global systems response to sexual violence
 - Design and implementation of best practices of U.S.-based and international policies addressing sexual violence

- Victim advocacy
- Program monitoring and evaluation.

Members shall be selected through a selection process determined by the Director.

(c) The number of members who are employees of federal, state or local governments shall not exceed the number of members who are not employees of federal, state or local governments.

(d) Under the Kate Puzey Act, members of the Council shall not, by virtue solely of their membership on the Council, be considered employees of the United States Government for any purpose.

(e) No employee of the Peace Corps may be appointed to the Council.

ARTICLE III

TERM OF OFFICE

The term of office for any member of the Council who is appointed or reappointed after January 1, 2015, shall commence on the date of appointment and end on September 30 of the fiscal year following the fiscal year in which such member was appointed. As a result, the term of appointment as a member of the Council shall be no more than two fiscal years. Members of the Council shall serve for the term of appointment until their earlier resignation or removal by the Director.

ARTICLE IV

OFFICERS

(a) The Director shall appoint the Chair and Vice Chair of the Council.

(b) The Chair shall call, prepare the agenda for, preside at, and close all meetings of the Council. In the absence of the Chair, the Vice Chair shall assume the duties of the Chair.

(c) The Director shall appoint a Peace Corps staff member to serve as the Council Liaison to provide for administrative support to the Chair in the preparation and conduct of meetings of the Council and to record and maintain minutes of meetings of the Council. The Council Liaison or any appointed administrative support shall not be a member of the Council, but shall attend meetings of the Council.

ARTICLE V

MEETINGS

(a) The Council shall meet at least once per year at a time set by the Chair of the Council. Meetings of the Council shall be held at the Peace Corps Headquarters in Washington, D.C. Members shall be given not less than 30 days' notice of meetings of the Council.

- (b) The agenda for a meeting shall be developed by the Chair. Any member of the Council may offer suggestions for the agenda to the Chair.
- (c) A quorum shall consist of a majority of the members of the Council.
- (d) When performing its duties and responsibilities, the Council shall, to the extent possible, operate on the basis of consensus. If it is not possible to reach a consensus on a particular matter, the position receiving support from a majority of the members in attendance at a meeting shall be considered the position of the Council. However, when the position of the Council is communicated to the Director, any other positions taken by members of the Council shall be included.
- (e) Members of the Council must be present physically or by phone or other electronic transmission or means to count for a quorum and to cast a vote. Proxy voting shall not be permitted.
- (f) Action by the Council may be taken without a meeting by written or electronic consent to the action by all of the members of the Council.
- (g) Members of the Council shall be permitted to confer informally about matters under consideration by the Council, but action may only be taken by the Council at a meeting or by written or electronic consent.
- (h) Meetings of the Council shall be private and closed to the public, but Peace Corps staff who provide support services to the Council may attend meetings.

ARTICLE VI

DUTIES AND RESPONSIBILITIES

The Council shall have the following duties and responsibilities:

- (a) The Council shall review the sexual assault risk-reduction and response training and the sexual assault policy developed by the Peace Corps pursuant to the Peace Corps Act as amended by the Kate Puzey Act.
- (b) The Council shall advise the Director as to its views regarding whether the sexual assault risk-reduction and response training and the sexual assault policy developed by the Peace Corps pursuant to the Peace Corps Act as amended by the Kate Puzey Act conform to the extent practicable to best practices in the sexual assault field and may make recommendations to the Director for revising such training and policy so that they conform to the extent practicable to best practices in the sexual assault field.
- (c) The Council shall prepare an annual report on its findings based on its reviews of the sexual assault risk-reduction and response training and the sexual assault policy developed by the Peace Corps pursuant to the Peace Corps Act as amended by the Kate Puzey Act. The Council shall submit a draft of such report to the Director and, after addressing the comments of the Director, submit such report to the President and to the Committee on Foreign Relations and the Committee on Appropriations in the Senate and the Committee on Foreign Affairs and the Committee on Appropriations in the House of Representatives. The annual report shall be submitted to the President and Congress not later than September 30 of each year until September 30, 2016. Following September 30, 2016, the Council may prepare reports to the President and Congress as it deems appropriate.

ARTICLE VII

CONDUCT OF THE COUNCIL

- (a) The Council shall conduct its activities in accordance with this Charter and By-laws and any operating procedures issued by the Director.
- (b) Members of the Council shall maintain the confidentiality of any information related to individual Peace Corps Volunteers and any other non-public information which comes into their possession or knowledge in the course of carrying out their duties on the Council.

ARTICLE VIII

SUPPORT SERVICES

The Director shall designate Peace Corps staff to provide operational and support services to the Council. At a minimum, the following offices shall provide staff support to the Council:

The Office of the Director, which shall facilitate communications between the Director and members of the Council.

The Office of Safety and Security, which shall oversee the logistics, travel arrangements and reimbursement of expenses in connection with attendance at meetings of the Council and shall supply the resources to manage work assignments and information requests of the Council through the Council Liaison, a position based in the Office of Safety and Security. Additionally, the Office of Safety and Security shall advise the Council on the development of the Peace Corps sexual assault risk-reduction and response training and the sexual assault policy and the services provided to Peace Corps Volunteers who are victims of sexual assault.

The Office of Victim Advocacy, which shall advise the Council on the development of the Peace Corps sexual assault risk-reduction and response training and the sexual assault policy and the services provided to Peace Corps Volunteers who are victims of sexual assault.

The Office of the General Counsel, which shall advise the Council on laws, regulations, and policies applicable to the Peace Corps and its mission.

The Office of Congressional Relations, which shall work with the Council in fulfilling its reporting obligations to Congressional committees.

The Office of Communications, which shall assist the Council in responding to media inquiries.

ARTICLE IX

REIMBURSEMENT FOR EXPENSES

The members of the Council shall not receive compensation for their service on the Council, but shall receive reimbursement for travel expenses and per diem allowance in accordance with United States Government rules for travel and subsistence expenses for attendance at meetings of the Council. All travel by members of the Council on Council business must be authorized in

advance by the Peace Corps in accordance with Peace Corps transportation policy and procedures.

ARTICLE X

BUDGET

The Council Liaison shall develop, in consultation with the Chair, a proposed budget for the Council for each fiscal year. Such budget shall be submitted to, and subject to approval by, the Director in accordance with the normal procedures for submission of budget requests by Peace Corps offices. Once approved by the Director, such budget shall be binding on the Council for the relevant fiscal year.

ARTICLE XI

AMENDMENTS

Any amendment to the Charter and By-laws of the Council shall be subject to approval by the Director.

INSTRUCTIONS FROM THE DIRECTOR FOR SELECTION OF COUNCIL MEMBERS

Sexual Assault Advisory Council Selection Process

The Office of Safety and Security, with input from the Office of Victim Advocacy and Office of Health Services/Counseling and Outreach Unit will review the composition of the Council and identify those priority areas for new members.

The Office of Safety and Security is responsible for facilitating a targeted recruitment process based on the agency's needs.

The Office of Safety and Security will convene a Council Members Selection Committee ("Selection Committee") comprised of one representative from the Office of Safety and Security, the Office of Victim Advocacy, the Office of the General Council, the Office of Global Operations, and the Office of Health Services (Office of Medical Services, Counseling and Outreach Unit) and the Senior Program Team Lead.

The applications for new Council members will be collected by the Office of Safety and Security. The applications will be compiled and distributed to the Selection Committee with instructions for ranking the applicants. The Selection Committee will meet to share their individual ranking of applicants using the Council applicant ranking sheet. Selection Committee will submit to the Director final recommendations on nominations to the Council for the upcoming two fiscal years through a consensus-decision making method.

After the Director has confirmed the recommendations presented by the Selection Committee, the Office of Safety and Security will reach out to the selected members to confirm their acceptance and have them complete the Council Non-Disclosure and Conflict of Interest Certification forms. Once those forms are filed, the Director will send a welcome letter to the new Council members.

New members will receive an orientation notice by the Office of Safety and Security and Council Chair and be involved in setting a date for the upcoming annual meeting.