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BYLAWS

of the
**MISSOURI COMMUNITY SERVICE
 COMMISSION**

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BYLAWS

of the

MISSOURI COMMUNITY SERVICE COMMISSION

ARTICLE I

Name

The name of this organization shall be: The Missouri Community Service Commission hereinafter referred to in this document as the “Commission.”

The Commission is, by statute, created within the office of the governor, and may, by executive order, be assigned to any executive department or statewide elected official.

ARTICLE II

Mission and Purpose

Section 1. Mission

“The Missouri Community Service Commission (MCSC) connects Missourians of all ages and backgrounds in an effort to improve unmet community needs through direct and tangible service. The MCSC serves as the administrator for AmeriCorps State funding in Missouri by awarding monetary grants and providing technical assistance and support” to its sub-grantees.

Section 2. Purpose

The purpose of the Commission is to:

Make community service the common expectation and experience of all Missourians with a special concentration on Missouri’s young people. The Commission shall focus its efforts primarily on issues related to education, public safety, homeland security, human needs, environment, and community and economic development.

Section 3. Vision

“To Strengthen Missouri Communities Through Volunteerism and Service”

Section 4. Duties and Responsibilities

The Commission shall have the following powers and duties:

- 4.1 To ensure that all funding decisions meet all federal and state statutory requirements.
- 4.2 To prepare for this state an annual national service plan that follows state and federal guidelines.
- 4.3 To recommend innovative statewide service programs to increase volunteer participation and community-based problem solving by all age groups and among diverse participants.
- 4.4 To utilize local, state, and federal resources to initiate, strengthen, and expand quality service programs.
- 4.5 To promote interagency collaboration to maximize resources and develop a model of such collaboration on the state level.
- 4.6 To oversee the application process to apply for corporation grants and funds, and service positions.
- 4.7 To establish priorities, policies, and procedures for the use of funds received under national service laws and for funds deposited into the community service commission fund.
- 4.8 To provide technical assistance for applicants to plan and implement service programs and to apply for assistance under the national service laws.
- 4.9 To solicit and accept gifts, contributions, grants, bequests or other aid from any person, business, organization or foundation, public or private and from federal, state or local government or any agency of federal, state or local government.
- 4.10 To utilize staff within the office of the governor, the office of a designated statewide elected official or other executive departments as needed.

- 4.11 To enter into contracts with individuals, organizations and institutions within amounts available for this purpose.

ARTICLE III

Membership

Section 1. Appointed Members

Members of the Commission shall be appointed by the Governor, with the advice and consent of the senate. The Commission shall consist of no fewer than fifteen (15) and no more than twenty-five (25) members.

- 1.1 Membership shall include as voting members, except as otherwise indicated, at least one (1) of each of the following:
- 1.1.1 A representative of local government;
 - 1.1.2 The commissioner of the department of elementary and secondary education or the designee of such person;
 - 1.1.3 An individual with experience in promoting the involvement of older adults in service and volunteerism;
 - 1.1.4 A representative of a national service program;
 - 1.1.5 An individual with expertise in the educational, training and development needs of youth, particularly disadvantaged youth;
 - 1.1.6 An individual between the ages of 16 and 25 years who is a participant in or supervisor of a service program for school age youth, or a campus-based or national service program;
 - 1.1.7 A representative of community-based agencies or organizations in the state;
 - 1.1.8 A representative of labor organizations;
 - 1.1.9 A representative of the business community.
- 1.2 Not more than twenty-five percent (25%) of the voting Commission members shall be officers or employees of this state.
- 1.3 Appointments to the Commission shall reflect the race, ethnicity, age, gender and disability characteristics of the population of the state as a whole.
- 1.4 Not more than fifty percent (50%) of the voting members of the Commission, plus one (1) additional member, shall be from the same political party.
- 1.5 The Commission may make suggestions for the appointment and reappointment of members to the Office of the Governor.
- 1.6 All voting Commission members and the Executive Director shall annually file proper financial disclosure statements with the Missouri Ethics Commission as required by state statute. Failure to file such statements may be grounds for recommendation for removal from the Commission.

1.7 Commissioners appointed by the Governor and confirmed by the Missouri Senate shall have voting privileges and shall have the right to hold an office on the Commission.

Section 2. Election of Commission Officers

2.1 The voting members of the Commission shall elect one (1) of the voting members to serve as chairperson of the Commission. The voting members may elect such other officers as deemed necessary.

Section 3. Ex-officio Members

3.1 The Governor may appoint any number of non-voting ex-officio members who shall serve at the pleasure of the governor.

3.2 A representative from the Corporation for National and Community Service state office shall serve as a non-voting ex-officio member.

3.3A representative from the Learn and Serve America office may serve as a non-voting ex-officio member.

Section 4. Terms

4.1 Appointed and confirmed members may serve renewable terms of three (3) years, at discretion of Governor. A commissioner remains a commissioner until the Governor appoints a new person to fill their position.

4.2 Members of the Commission shall serve without compensation. However, members of the Commission may be reimbursed for per diem or their actual and necessary expenses incurred in the performance of their official duties as members of the Commission.

Section 5. Attendance

A Commission member is expected to annually attend a minimum of 50% regularly scheduled commission meetings. Failure to comply will be reviewed by the Executive Committee and may result in the member being asked to resign from the Commission.

Section 6. Resignation

A Commission member may resign at any time by giving written notice to the Office of the Governor and the Chair or Executive Director of the Commission.

Section 7. Vacancy

A vacancy may be filled for the remainder of the unexpired term in the same manner as the original appointments. Any members so appointed may serve during the remainder of the term for which the vacancy occurred. The vacancy shall not affect the power of the remaining Commission members to execute the duties of the Commission.

ARTICLE IV

Officers

Section 1. Offices

The offices of the Commission shall be Chair and Vice Chair.

Section 2. Election of Officers

The appointed and confirmed voting members of the Commission shall elect by majority vote at a regular meeting prior to July 1st, one (1) of their members to serve as Chair and one (1) member to serve as Vice Chair.

- 2.1 Prior to April 1, the Chair shall appoint a nominating committee to present nominations for Chair and Vice-Chair for the vote by the full commission before July 1.

Section 3. Term

- 3.1 The term of the Chair and Vice-Chair shall be two (2) years beginning July 1 and ending June 30 and the Chair and Vice-Chair may serve no more than two (2) consecutive terms.

Section 4. Resignation

Any officer may resign his/her office at any time by giving written notice to the Executive Director or the Executive Committee.

Section 5. Vacancy

A vacancy of any office may be filled, for the remainder of the unexpired term, by majority vote of the voting members present. Nominations may be taken from the floor during the next meeting after a vacancy has been created. The officer selected shall fill the vacancy until the next regular election for new officers.

Section 6. Duties of Officers

- 6.1 The Chair shall be responsible for implementation of Commission policies. The Chair shall be an ex-officio member of all committees, except the nominating Commission. The Chair will appoint three

members each year to a Nominating Committee for the Chair and Vice-Chair offices.

- 6.2 Responsibilities of the Chair shall include, but are not limited to, presiding over Commission meetings, acting as public spokesperson on behalf of the Commission, signing official documents that the Commission has approved, deciding procedural matters, heading the executive committee, calling special meetings, and other responsibilities delegated to the Chair by the Commission.
- 6.3 The Commission Chair shall annually appoint 3 executive board members and 2 at large commissioners to form a review sub-committee for the purpose of reviewing the Executive Director. The committee shall give the written results to the head of the agency with which the commission resides and to the office of the Governor.
- 6.4 When the Chair is absent or otherwise unable to fulfill duties, the Vice Chair shall exercise the powers of the Chair. Additionally, the Vice Chair shall assist the Chair in carrying out duties in whatever manner is deemed appropriate by the Chair.

Section 7. Staff

In the identification and selection of an Executive Director for the Commission, the Commission will align itself in accordance with 26.609.2. An Executive Director shall be hired and report to the appropriate state agency as designated by the Governor's office.

As appropriate the Commission will request input in the future selection of an Executive Director and will provide performance input as deemed necessary.

ARTICLE V

Committees

Section 1. Committee Descriptions

1.1 The **Program Committee** shall review all grant applications, concept papers and mini-grants, if funding is available. Grant applications include: formula, competitive and the Education Award programs. The Committee shall be kept apprised of program

monitoring and progress through monthly committee calls. The committee will vote to resend funding as necessary.

1.4 The **Service and Development Committee** promotes volunteerism and National Service through awards and recognition. Events will be held to recognize those who have made outstanding accomplishments in the arenas of volunteerism and National Service. The committee will develop a fund-raising plan and take an active role in the fund-raising to financially support these events and to assist other MCSC committees of the commission.

1.3 The **Public Relations Committee** shall develop strategies to promote the activities of the Commission, its committees and its programs and develop methods to consistently place service and volunteerism before the public.

1.5 The **Executive Committee** in conjunction with the Executive Director and other Commission staff, shall have general supervision of the affairs of the Commission between its business meetings, make recommendations to the Commission, appoint new members of the Commission's committees and perform other duties as necessary or directed by the full Commission.

Section 2. Election of Committee Chairs & Vice Chairs

2.1 Committee Chairs and Vice Chairs are elected at the Annual Meeting by a majority of the committee members present.

2.2 Committee Chairs and Vice Chairs serve for two year terms and may be re-elected for unlimited terms if re-elected by their committee.

2.3 A proxy of the Lt. Governor can serve in a leadership role in the commission as approved by the executive committee.

Section 3. Committee Chair Responsibilities

3.1 Establish the committee's work plan through the Strategic Plan and or the Commission's Administrative Standards.

3.2 Delegate components of the work plan to each committee member and assure that every member is engaged.

3.3 Work with assigned staff member for setting meetings and conference call dates and times. Create agenda for each meeting or conference call.

3.4 Assure that minutes are taken for meetings and conference calls. Minutes should be filed in the Commission Office.

3.5 Communicate regularly with other committee members.

- 3.6 Track the committee's progress towards the objectives and make recommendations for adjustments to the Strategic Plan.

Section 4. Committee Vice Chair

- 4.1 Conduct committee meeting or conference call in absence of the committee chair.
- 4.2 Assist the chair in accomplishing committee responsibilities and objectives.

ARTICLE VI

Meetings

Section 1. Regular Meetings

The word "meeting" as used in these bylaws means "session" and covers all regular commission meetings, committee meetings, special meetings, and Conference calls.

- 1.1 The Commission shall meet at a minimum quarterly. However, the commission may meet more frequently at the call of the Chair or if requested by three (3) or more members. A quorum is required to conduct business of the Commission.
- 1.2 The last regular meeting of the fiscal year shall be known as the annual meeting. At this meeting election of the committee chairs and vice-chairs shall take place, and annual reports of committees shall be made in addition to regular commission business. The annual meeting schedule should be set for the next year.
 - 1.2.1 Meetings may be rescheduled by the Executive Committee or the Chair, for compelling circumstances
- 1.3 The Executive Director shall adhere to the Missouri Sunshine Law, and shall provide a notice of the place, date, hour and subject matter of any Commission meeting that shall be posted 24 hours prior to the meeting in a prominent place available to examination and inspection by the general public in the building in which the public body normally meets. A copy of the notice shall be made a part of the minutes or other permanent official records of the public body.
- 1.4 Committees may meet at each of the four Quarterly meetings and other times as needed. They may meet in person or Conference Calls.
- 1.5 A draft of the Commission meeting agenda shall be approved by the

Executive Committee with assistance of the Executive Director at least two weeks prior to each Commission meeting. Final meeting agendas will be set by the Executive Committee and published prior to the start of scheduled meeting.

Section 2. Special Meetings

- 2.1 Special meetings may be called by the Chair or Vice Chair when acting as chair, when requested by any three (3) members of the Commission.
- 2.2 Notice of special meetings including the time and place thereof, shall be provided to the members at least three business days prior to such meeting. The Chair or the Executive Director shall cause such notice to be given in person, by telephone, mail, fax, or email.
- 2.1 A notice of the place, date, hour and subject matter of any special meeting shall be posted 24 hours prior to the meeting in a prominent place available to examination and inspection by the general public in the building in which the public body normally meets. A copy of the notice shall be made a part of the minutes or other permanent official records of the Commission.

Section 3. Quorum

A quorum is required for official action of the Commission, and consists of a simple majority of commission members.

ARTICLE VII

Voting

Section 1. Conflict of Interest

A member of the Commission must follow the federally prescribed process when conflict of interest is present. Additionally, when Commission members review or vote on grants they will sign a Missouri Commission Member Conflict of Interest and Privacy Statement.

A voting member of the commission shall not participate and shall refuse themselves in the administration of a grant program or entity if both of the following apply:

- 1.1 A grant application relating to the grant program is pending before the Commission.
- 1.2 The application was submitted by a program or entity of which a member is, or in the one-year period before the submission of such application was, an officer, director, trustee, full-time volunteer, or employee.

ARTICLE VIII

Executive Committee

Section 1. Composition

- 1.1 The *Chair, Vice Chair, Past Commission Chair* and the standing *Committee Chairs, shall* constitute the Executive Committee. In the event the Immediate Past Commission Chair is no longer a member of the Commission, that position on the Executive Committee will be filled by an *At-Large* member selected by majority vote of the Commission members.
- 1.2 The Executive Director shall serve as an ex-officio member of the Executive Committee.
- 1.3 The Executive Committee along with the Executive Director shall appoint a member of the Staff to serve as a permanent Secretary at each Commission meeting.
 - 1.3.1 The Secretary shall take roll at each Commission meeting and shall record and maintain additional copies of the minutes and other commission documents.

- 1.4 The Chair of the Development Committee shall serve as the treasurer, and shall provide a report of the Commission's financial expenditures and fundraising efforts at each Executive Committee meeting and Commission meeting.

Section 2. Powers

- 2.1 The Executive Committee shall have general supervision of the affairs of the Commission between its business meetings, make recommendations to the Commission and shall perform such other duties as are specified in these bylaws. The Executive Committee shall be subject to the orders of the Commission and none of its acts shall conflict with action taken by the Commission.
- 2.2 The Executive Committee shall have the authority to establish ad hoc committees in order to carry out the business of the Commission. Members of established committees shall be approved by the Executive Committee.

Section 3. Resignation

Any member of the Executive Committee may resign from the Committee at any time by submitting written notice to the Commission Chair or the Executive Director. In the event of a resignation by any member of the Executive Committee, the Executive Committee shall nominate a candidate for replacement to be voted on at the next regular or special meeting at which a quorum is present. The replacement will serve the remaining term of the resigned or replaced officer.

Section 4. Dismissal

Any member of the Executive Committee may be removed from their positions for compelling and non-arbitrary circumstances as determined by a simple majority vote of Commission members.

Section 5. Committees

The chair of the Commission shall add committees or sub committees as needed to carry out Commission business.

ARTICLE X

Amendment of Bylaws

Section 1. Review

An ad-hoc bylaws committee will review the bylaws periodically and make written recommendations for appropriate changes to the Executive Committee. Suggested amendments to the existing bylaws shall be submitted to the full Commission following review and approval by the Executive Committee.

Section 2. Amendments

At discretion of Chair, the bylaws may be amended or repealed upon the affirmative vote of a majority of the Commission members in attendance, provided such amendment or repeal has been proposed in writing 10 days prior to a Commission meeting provided that notice of the meeting at which the vote is to be taken shall set forth the proposal to be acted upon.

ARTICLE XI

Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Commission in all cases to which they are applicable and in which they are not inconsistent with Missouri law, these bylaws, and any special rules of order the Commission may adopt.

ARTICLE XII

Non-Discrimination

The Commission complies with and adheres to all federal and state statutes that prohibit discrimination based on race, color, religion, sex, national origin, age or disability.

Adopted:

Date

Chair
