

# BYLAWS

## of the

### MISSOURI COMMUNITY SERVICE COMMISSION

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# **BY-LAWS 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, PURPOSE, & VISION**

### **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"

## **ARTICLE III – DUTIES AND RESPONSIBILITIES**

### **Section 1. Duties and Responsibilities**

The Commission shall have the following powers and duties and work in partnership with Commission staff:

1.1 To ensure that all funding decisions meet all federal and state statutory requirements.

- 1.2 To prepare for this state an annual National Service plan that follows state and federal guidelines.
- 1.3 To recommend innovative statewide service programs that increase volunteer participation and community-based problem solving by all age groups and among diverse participants.
- 1.4 To utilize local, state, and federal resources that initiate, strengthen, and expand quality service programs.
- 1.5 To promote interagency collaboration to maximize resources and develop a model of such collaboration on the state level.
- 1.6 To oversee the application process to apply for corporation grants and funds, and service positions.
- 1.7 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.
- 1.8 To provide technical assistance for applicants to plan and implement service programs and to apply for assistance under the National Service laws.
- 1.9 To ensure quality programs, the Commission may solicit and accept gifts, contributions, grants, bequests or other aid from individuals, businesses, organizations or foundations, public or private entities. (comma added)
- 1.10 To utilize staff within the office of the governor, the office of a designated statewide elected official or other executive departments as needed.
- 1.7 To enter into contracts with individuals, organizations and institutions within amounts available for this purpose.

## **ARTICLE IV – STAFF**

### **Section 1. Staff**

- 1.1 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 may request input in the future selection of an Executive Director and may provide annual performance input as deemed necessary.
- 1.2 Staffing of the Commission is the sole responsibility of the Executive Director in accordance to Missouri Human Resources rules and regulations.
- 1.3 The Executive Director shall serve as an ex-officio member of the Executive Committee.

- 1.4 The Executive Director shall appoint a member of the staff to serve as a permanent Secretary at each Commission meeting.
  - a. The Secretary shall take roll at each Commission meeting and shall record and maintain additional copies of the minutes and other commission documents.
- 1.5 The Executive Director shall provide a report of the Commission's financial expenditures and fundraising efforts at each Executive Committee meeting and Commission meeting.

## **ARTICLE V – MEMBERSHIP**

### **Section 1. Appointed Members**

Members of the Commission shall be appointed by the Governor, with the advice and consent of the Missouri 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:
  - a. A representative of local government;
  - b. The commissioner of the department of elementary and secondary education or the designee of such person;
  - c. An individual with experience in promoting the involvement of older adults in service and volunteerism;
  - d. A representative of a National Service program;
  - e. An individual with expertise in the educational, training and development needs of youth, particularly disadvantaged youth;
  - f. 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;
  - g. A representative of community-based agencies or organizations in the state;
  - h. A representative of labor organizations;
  - i. A representative of the business community;
  - j. A representative of the volunteer sector;
  - k. The lieutenant governor or his/her designee.
- 1.2 Not more than twenty percent (20%) of the voting 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, 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 members, proxies, ex officio members, and the Executive Director shall file proper financial disclosure statements with the Missouri Ethics Commission as required by state statute on an annual basis. Failure to file such statements may be grounds for recommendation for removal from the Commission.

2.4 Members of the Commission 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. Ex-officio Members**

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

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

## **Section 3. Terms**

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

## **Section 4. Compensation**

4.1 Members of the Commission shall serve without compensation. However, members may be reimbursed at a per diem rate or actual and necessary expenses incurred while conducting official duties as members of the Commission.

## **Section 5. Attendance**

5.1 Members of the Commission are expected to attend all scheduled commission meetings. Failure to comply will be reviewed by the Executive Committee in a case-by-case basis and may result in the member being asked to resign from the Commission. Commissioners should communicate with the Executive Director (or Commission staff in his/her absence) of their inability to attend a meeting.

## **Section 6. Resignation**

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

## **Section 7. Vacancy**

7.1 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 VI – OFFICERS**

### **Section 1. Offices**

1.1 The officers of the Commission shall be Chairperson and Vice-Chairperson.

### **Section 2. Duties of the Chairperson**

2.4 Responsibilities of the Chairperson shall include, but are not limited to-

- a) Overseeing the implementation of Commission policies;
- b) Serving as an ex-officio member of all committees, except the nominating committee;
- c) Appointing two (2) members as needed to serve as a nominating committee for the Chairperson and Vice- Chairperson offices;
- d) Adding committees or sub committees as needed to carry out Commission business;
- e) Presiding over Commission meetings;
- f) Acting as a public spokesperson on behalf of the Commission;
- g) Signing official documents approved by the Commission;
- h) Making decisions on procedural matters;
- i) Presiding over the Executive Committee;
- j) Requesting special meetings;
- k) Issue Committee assignments to new members in consultation with the member and the Executive Director and;
- l) Other responsibilities delegated to the Chairperson by the Commission.

2.2 When the Chairperson is absent or otherwise unable to fulfill duties, the Vice- Chairperson shall exercise the powers of the Chairperson. Additionally, the Vice-Chairperson shall assist the Chairperson in carrying out duties in whatever manner is deemed appropriate by the Chairperson.

### **Section 3. Election of Officers**

3.1 The appointed and confirmed voting members of the Commission shall elect one voting member as a Chairperson and one voting member as a Vice-Chairperson by a majority vote at a regular meeting prior to December 31<sup>st</sup>.

3.2 Prior to July 1, the Chairperson shall appoint a nominating committee of two, to collect present nominations for Chairperson and Vice-Chairperson for the vote by the full commission before December 31<sup>st</sup>.

### **Section 4. Terms**

4.1 The term of the Chairperson and Vice-Chairperson shall be two (2) years beginning January 1<sup>st</sup> and ending December 31<sup>st</sup>. Both officers may serve no more than two (2) consecutive terms.

### **Section 5. Resignation**

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

5.2 Upon the resignation of the Chairperson, the Vice-Chairperson shall assume the responsibilities as Interim Chair. In the event that a Vice-Chairperson cannot assume the role as Chairperson, the Committee chairpersons shall be assigned as Interim Chair in the following order:

- Program Committee Chairperson
- Service and Development Committee Chairperson
- Public Relations Committee Chairperson
- Legislative Education Committee Chairperson

5.3 If no Committee Chairperson is able to assume the role of Interim Chair, the Executive Director will make a temporary appointment and issue a call for nominations for the office of the Chairperson.

### **Section 6. Vacancy**

6.1 A vacancy of any office may be filled, for the remainder of the unexpired term, by a majority vote of the voting members present at the next regular Commission meeting or via electronic balloting. Nominations and a ballot may be submitted electronically for the two offices. The officer(s) elected shall fill the vacancy until the next regular election for new officers.

## **ARTICLE VII – COMMITTEES**

### **Section 1. Committee Descriptions**

Committees may meet at each of the four (4) regular meetings and other times as needed. They may meet in person or via conference calls.

1.1 The **Program Committee** shall review all grant applications. Grant applications include: formula and the Education Award Only programs; if any. After review, the Committee will make funding recommendations to the full commission. The Committee shall be kept apprised of program monitoring and progress through monthly committee calls. The Committee will vote to rescind funding if necessary.

1.2 The **Service and Development Committee** shall promote 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 fundraising plan and take an active role in the fundraising to financially support these events and to assist other 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.

1.4 The **Legislative Education Committee (LEC)** shall develop and implement strategies to educate federal, state and local legislators, including their staff, on the state, district, and community impact of the service provided by Missouri AmeriCorps programs. The LEC Committee will accomplish this task by dispersing legislative educational material/resources that brand the accomplishments and intent of the CNCS, the Commission, and AmeriCorps. The LEC shall attempt to build legislative relationships and establish Commissioners as primary resources for AmeriCorps information. As Commissioners speak for AmeriCorps and volunteering, they shall keep all political and advocacy activities completely separate from federal grant and Commission activities. National Service has always had bipartisan support. Commissioners shall be vigilant in maintaining their focus on educating



and informing legislators about the impact of Missouri AmeriCorps programs in a non- partisan and respectful manner.

- 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 as specified in these bylaws. The Executive Commission shall be subject to the orders of the Commission and none of its acts shall conflict with action taken by the Commission. The Executive Committee is composed of the chairpersons of the standing committees and the immediate past chairperson of the Commission.

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. Chairpersons of ad hoc committees may sit on the Executive Committee if deemed necessary by the Chairperson or the Executive Director of the Missouri Community Service Commission.

- a. **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 Chair in consultation with the Executive Director shall identify the appropriate Chair from the list of available Commissioners. The replacement will serve the remaining term of the resigned or replaced officer.

- b. **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 2. Selection of Committee Chairpersons and Vice-Chairpersons**

- 2.1 Committee Chairpersons are appointed by the Chairperson in consultation with the Executive Director.
- 2.2 Committee Chairpersons and Vice-Chairpersons are affirmed at the Annual Meeting by a majority vote.
- 2.3 A proxy of the Lt. Governor can serve in a leadership role in the Commission as approved by the Executive Committee.
- 2.4 Committee Chairpersons and Vice-Chairpersons serve two (2) year terms.

## **Section 3. Committee Chairperson and Vice-Chairperson 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 scheduling meetings and conference calls. 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.
- 3.7 Work with the Executive Director to ensure implementation of the Strategic Plan.
- 3.8 The Committee Chairperson serves two (2) year terms.

#### **Section 4. Committee Vice-Chairperson Responsibilities**

- 4.1 Conduct committee meeting or conference calls in absence of the committee chairperson.
- 4.2 Assist the Committee Chairperson in accomplishing committee responsibilities and objectives.
- 4.3 The Committee Vice-Chairperson serves two (2) year terms.

## **ARTICLE VIII – 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 Chairperson or if requested by three (3) or more members. A quorum of eight (8) voting members 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 chairpersons and vice- chairpersons 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. Meetings may be rescheduled by the Executive Committee or the Chairperson 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. It shall be posted twenty-four (24) hours prior to the meeting in a prominent place available for 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 Prior to each regular meeting, the Executive Director will provide a draft of the agenda to the full commission for review and feedback. Final meeting agendas will be set by the Executive Director and published prior to the start of the scheduled meeting.

## **Section 2. Special Meetings**

2.1 Special meetings may be called by the Chairperson or Vice-Chairperson when acting as a Chairperson.

2.2 Notice of special meetings including the time and place thereof, shall be provided to the members at least three (3) three business days prior to such meeting. The Chairperson or the Executive Director shall cause such notice to be given in person, by telephone, mail, fax, or email.

2.3 A notice of the place, date, hour and subject matter of any special meeting shall be posted twenty-four (24) hours prior to the meeting in a prominent place available for 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**

3.1 A quorum is required for official action of the Commission, and is defined as eight (8) voting members of the Commission. Telephone participation in the meeting may be used to gain quorum.

# **ARTICLE IX – VOTING**

## **Section 1. Conflict of Interest**

1.1 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 recommendations to award grants, they **must** sign a Commission Conflict of Interest and Privacy Statement form.

1.2 A voting member of the Commission shall not participate and shall recuse him or herself in the administration of a grant program or entity if both of the following apply:

- a. A grant application relating to the Missouri AmeriCorps grant program is pending before the Commission.
- b. The grant application was submitted by a program or entity of which a Commissioner is currently an officer, director, trustee, full-time volunteer, or employee; or was in one of those positions in the one-year period before the submission of such application.

# **ARTICLE X – AMENDMENT OF BYLAWS**

## **Section 1. Review**

1.1 A member of the Commission or ad-hoc committee may 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**

2.1 At the discretion of the Chairperson of the Commission, the bylaws may be amended or repealed upon the affirmative vote of a majority of the members of the Commission members in attendance, provided such amendment or repeal is provided to the Commission twenty-four (24) hours prior to the meeting.

**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

\_\_\_\_\_  
Chairperson

**BY-LAWS  
of the  
MISSOURI COMMUNITY SERVICE COMMISSION**

**Changes/Updates**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Vice-Chairperson

\_\_\_\_\_  
Date

\_\_\_\_\_  
Executive Director

**Adopted 02/20/97**

<b>By-Law Revisions Adopted:</b>	
01/14/1999	
10/31/2000	
02/08/2001	
06/13/2001	
04/18/2002	
06/07/72002	
05/30/2003	
01/27/2004	
10/15/2004	
05/13/2005	
09/21/2006	Article V – Section 1
10/20/2006	Article V – Section 2.3
04/11/2007	Article IV – Section 6.3
04/07/2008	Article V – Section 1, 1.4
04/29/2008	Article V – Section 1, 1.4
11/14/2008	Article IV – Section 2 & 3
01/05/2009	Updated TOGs
04/29/2010	Page 5, Section 1. – representative of the volunteer sector
04/29/2010	Page 6, Section 3. – remove 3.4
04/29/2010	Page 8 – keep Section 6.1
04/29/2010	Page 10 – remove “a maximum of” from 2.3
04/29/2010	Page 11 – second 2.1 changed to 2.3
04/29/2010	Page 11 – electronic meeting verbiage to include” e-mail and phone”
04/29/2010	Page 12 – phone call will be allowed to gain quorum
04/29/2010	Page 12, Section 4. – proxy to be removed from Bylaws
06/24/2010	Revised language in Article III, Section 1.1.10 to be consistent with other language
06/24/2010	Corrected Table of Contents to match page numbers, etc.
05/06/2011	Quantified quorum on pages 10 and 11
07/26/2011	Revised Page 9, Section 1.5 to include the composition of the executive committee
10/08/2013	Page 7, Article IV, Section 4.1
10/08/2013	Page 8, Article V, Section 1.1
10/08/2013	Page 9, Article V, Section 1.4
03/08/2017	Refer to document entitled “Bylaws 3 (03-08-17)” for revisions