

## **Article I Name**

The name of this appointed body shall be the Alabama State Commission on National and Community Service, hereinafter referred to in this document as the “Commission.”

## **Article II Mission and Purpose**

### **Section 1. Mission**

- 1.01 The Governor’s Office of Volunteer Services strives to build the capacity of individuals and organizations to serve and transform the communities in which they live.
- 1.02 To achieve this mission, the Commission will promote coalitions and collaborative efforts among public, private, non-profit, state, and local agencies that will advance community service programs in each community of the state.

### **Section 2. Purpose**

- 2.01 The purpose of the Commission is to advance and support community service, service learning, and volunteerism among Alabamians of all ages, income abilities, and ethnic origins.
- 2.02 Establish and develop policy communicated through the Alabama State Service Plan.
- 2.03 Provide technical and administrative assistance to potential sub-grantees of National and Community Service.

## **Article III Membership**

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

- 1.01 The number of Commission members shall be based upon legal requirements of the National and Community Service Act of 1990 as amended by the National Service Trust Act of 1993 and Executive Order 21 of the State of Alabama, June 22, 2004, as amended.
  - 15-25 voting members (excluding ex officio members)
- 1.02 Appointed members shall have voting privileges and shall have the right to hold office on the Commission

1.03 Membership shall include but not be limited to representatives from the following categories:

- A community-based agency or organization in the State
- The head of the State education agency or his or her designee
- Local government in the State
- Local labor organizations in the State
- Business
- An individual between the ages of 16 and 25, inclusive, who is a participant or supervisor of a service program for school-age youth, or of a campus-based or national service program
- A national service program
- An individual with expertise in the educational, training, and development needs of youth, particularly disadvantaged youth
- An individual with experience in promoting the involvement of older adults (age 55 and older) in service and volunteerism.
- Corporation representative as an ex officio member of the State Commission board
- An individual who represents a volunteer connector organization.

The number of state employees or officers who are allowed to be voting members is limited to twenty-five percent. The membership of the Commission must be diverse as to gender, age, race, ethnic origin, region, disability, and political affiliation. Not more than fifty percent plus one of the voting members may be from the same political party.

## **Section 2. Ex-Officio Members**

2.01 The Commission may recommend to the Governor to appoint other non-voting Ex-Officio members who may not hold office.

## **Section 3. Terms**

3.01 Members shall normally serve for a term of three years. However, so that no more than 1/3 of the current Commissioners' terms expire in any year, new appointments may be made for one, two, or four-year periods at the discretion of the Governor.

3.02 Commission members are expected to attend all regularly scheduled meetings. Two consecutively missed meetings may constitute grounds for removal by a majority vote of the Executive Committee. Commission members may delegate proxies in their absence which will have voting rights.

## **Section 4. Resignation**

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

## **Section 5. Vacancy**

A vacancy of the Commission may be filled for the remainder of the unexpired term by appointment by the Governor of Alabama upon recommendation of the Commission.

# **Article IV Officers**

## **Section 1. Composition**

The officers of the Commission shall consist of the Chair, the Vice-Chair and the Secretary.

## **Section 2. Terms**

Officers shall be selected annually by members of the Commission for a term of two years commencing in January.

2.01 A nominating committee of the Commission shall propose a slate of officers for a vote by a quorum of the body. Nominations may be made from the floor. Officers will be elected by a majority of those present and voting. In the event of a tie in votes, one additional vote shall be held and should the tie continue the two candidates shall serve as Co-Chairs until the next regularly scheduled election of officers.

2.02 The Governor's Office of Volunteer Services shall serve as staff for the Commission (Coordinator) and shall attend all full Commission meetings.

## **Section 3. Resignation**

Any officer may resign at any time by giving written notice to the Chair or to the Coordinator.

## **Section 4. Vacancy**

A vacancy of any elected office may be filled for the remainder of the un-expired term by a majority vote of the commission (as outlined in Article IV, Section 2.01). The officer elected shall serve until the next regular annual meeting at which time a successor shall be elected. In the event that the vacancy is the Chair, the Vice Chair shall serve as the pro tempore chair until the next regular meeting of the Commission.

## **Duties of the Officers**

**Chair:** It shall be the responsibility of the Chair to preside at all meetings of the Commission; to appoint all committee chairs; to assist all chairs as to management of committee plans; to execute the wishes of the board; and to be an ex-officio member of all committees.

**Vice-Chair:** The Vice-Chair shall assist the Chair, and, in the absence of the Chair, perform those duties, the Vice-Chair shall accept special assignments from the Chair and perform other duties as delegated by the Commission.

**Secretary:** The Secretary shall be responsible for the minutes of the meeting of the Commission and the Executive Committee; shall keep an updated list of the names, addresses. Telephone numbers and e-mail addresses of all Commission and Standing Committee members; and shall keep a record of attendance at meetings.

## **Article V Meetings**

### **Section 1. Regular Meetings**

The word “meeting” as used in the bylaws means “sessions” and covers all regular meetings, special meetings, annual meetings and adjourned meetings.

- 1.01 There shall be at least four regular meetings of the Commission each year or as many meetings as necessary to perform the duties of the Commission. Succeeding meeting times, dates, and location shall be determined at the conclusion of each meeting. A quorum is required to rarify business of the Commission.
- 1.02 The last regular meeting of the calendar year shall be known as the annual meeting. At this meeting election of officers will take place.
- 1.03 Other staff or individuals may be invited to attend at the discretion of the Executive Committee.
- 1.04 A special meeting may be called between regularly scheduled meetings by the Chair or by written request of three members of the Commission. Notice of the meetings must be sent to all members of the commission at least seven working days in advance of the meeting.
- 1.05 All meetings must be registered with the Secretary of State’s web site in order to comply with the Alabama Open Meetings Act.

## **Section 2. Quorum**

A quorum shall be established when 50% + 1 of the voting members of the commission are present or their designees named in writing.

- 2.01 If a quorum is not present at a regularly scheduled or special meeting and an emergency action be taken, the action must be ratified at the next meeting at which a quorum is present.

## **Article VI Executive Committee**

### **Section 1. Composition**

The Officers of the Commission and the Director shall constitute the Executive Committee.

### **Section 2. Powers**

- 2.01 The Executive Committee shall have general supervision of the affairs of the Commission between its business meeting, fix the hour and the place of the meeting, make recommendations to the Commission, and shall perform such other duties as are specified in these bylaws. The Committee shall be subject to the orders of the Commission and none of its acts shall conflict with action taken by the Commission.
- 2.02 The Executive Committee shall have the authority to establish ad hoc committees in order to carry out the business of the Commission. The Chair shall appoint members of established committees.

## **Article VII Standing Committees**

Membership of Committees shall consist of members of the Commission and such other interested persons appointed by the Executive Committee. A member of the Commission or other Commission appointee will chair all committees.

The standing committees shall advise and assist the Commission in carrying out its duties and responsibilities. The committees shall appoint committee chairs; members need not be limited to Commission members. The Commission Chair, in consultation with the committee chairs, shall name the committees' members.

Standing committees of the Commission shall include but not be limited too:

**Bylaws Committee:** Oversees policy setting of the Commission by developing standards and practices for the overall operation of the organization's leadership and communicates with the Director and constituents. The committee reviews bylaws annually.

**Program Committee:** Works with Commission staff, peer reviewers and the Corporation for National and Community Service to solicit and fund high quality, innovative initiatives that meet the needs of Alabamians.

**Nominating Committee:** Seeks nominees for Commission leadership by implementing an unbiased process in accordance with the Commission bylaws. The committee also seeks to compile an extensive list of appropriate Commission members to be given to the Director to be forwarded to the Governor.

## **Article VIII Coordinator**

### **Section 1. Qualifications**

The Governor shall appoint qualified individuals to conduct the work of the Commission.

### **Section 2. Appointments**

The Governor shall make staff appointments and they will serve at the pleasure of the Governor.

### **Section 3. Duties**

The duties of the position are set by the Governor, the Corporation for National and Community Service Administrative application, and other applicable funding sources.

## **Article IX Parliamentary Authority**

The rules contained in the current addition 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 these bylaws and any special rules of order that the Commission may adopt.

## **Article X Fiscal Year**

The Fiscal Year of the Commission shall be October 1 to September 30.

**Article XI**  
**Amendment of the Bylaws**

**Section 1. Review**

The Bylaws Committee will review the Bylaws annually and make appropriate changes to the Commission.

**Section 2. Amendments**

- 2.01 Any member may submit in writing proposed changes to the Bylaws to the Bylaws Committee sixty days in advance of the next meeting. Proposed changes shall be mailed to the full Commission thirty days prior to the next meeting. A quorum is required to ratify changes in the Bylaws.
- 2.02 Proposed amendments to the Bylaws must receive two-thirds majority vote of those Commission members in attendance in order to be adopted.