BYLAWS

of the

MISSISSIPPI COMMISSION FOR VOLUNTEER SERVICE

As revised and adopted by the Commission on the 4th day of June 2021

ARTICLE I

Name

The name of this organization shall be: The Mississippi Commission for Volunteer Service, hereinafter referred to in this document as the "Commission." This Commission approved the "doing business as" name "Volunteer Mississippi" on December 16, 2011.

ARTICLE II

Mission and Purpose

Section 1. Mission

The mission of the Commission as defined in Miss. Code Ann § 43-55-3 is to:

1.1 Encourage community service and volunteer participation as a means of community and state problem-solving; and

1.2 Promote and support voluntary citizen involvement in government and private programs throughout the state.

1.3 Provide a means by which the state may develop a coordinated, unified plan in response to the National and Community Service Act of 1990, as amended by the National and Community Service

1.4 Develop a long-term, comprehensive vision and plan of action for community service initiatives in Mississippi primarily focused in the areas of public safety, human needs and the environment.

1.5 Serve as the state's liaison to national and state organizations that support its mission.

Section 2. Purpose

2.1 The purpose of the Commission is defined in Miss. Code Ann. § 43-55-13.

2.2 The Commission shall do all of the following:

(a) Promote increased coordination, visibility, and support for volunteers of all ages, especially youth and senior citizens, and community service in meeting the unmet needs of communities.

(b) Ensure that its funding decisions meet all federal and state requirements.

(c) Recommend innovative, creative, statewide service programs to increase volunteer participation in all age groups and community-based problem solving among diverse participants.

(d) Develop and implement a centralized system for obtaining information and technical support concerning volunteerism and community service recruitment, projects, training methods, materials, and activities throughout this state. The commission shall provide the information and support upon request.

(e) Promote interagency collaboration to maximize resources and develop a model

of such collaboration on the state level.
(f) Provide public recognition and support of volunteer efforts that address community needs by individuals, by private sector organizations and businesses, and partnerships between the public and private sectors.
(g) Stimulate increased community awareness of effects of volunteer service in state.
(h) Utilize local, state and federal resources to initiate, strengthen, and expand quality service programs.
(i) Serve as this state's representative to national and state organizations that support the commission's mission.
(j) Prepare for this state a national three-year service plan developed through an open and public process that provides maximum participation and input from national service programs in this state and other interested members of the public. The plan shall be updated annually and contain information that the commission considers appropriate or the corporation requires. The plan shall ensure outreach to diverse community-based agencies that serve under-represented populations, by either using established state networks and registries or establishing such.
(k) Prepare this state's financial assistance applications under Section 117B of Title I, 42 USCS 12543, and Section 130 of Title I, 42 USCS 12582.
(l) Assist in the preparation of the Department of Education's application for assistance under the Domestic Volunteer Service Act of 1973, Public Law 93-113, 87 Stat. 394.
(m) Prepare this state's application under Section 130 of Title I, 42 USCS 12582, for the approval of service positions that include the national service educational award described in Division D of Title I, 42 USCS 12601 to 12604.
(n) Make recommendations to the corporation with respect to priorities for programs receiving assistance under the Domestic Volunteer Service Act of 1973, Public Law 93-113, 87 Stat. 394.
(o) Make technical assistance available to enable applicants for assistance under Section 121 of Title I, 42 USCS 12571, to plan and implement service programs and to apply for assistance under the national service laws, using information and materials available through a clearing house established under Section 198A of Title I, 42 USCS 12653a, if appropriate.
(p) Assist participants in national service programs that receive assistance under Section 121 of Title I, 42 USCS 12571, in attaining health care and child care under Section 140 of Title I, 42 USCS 12594.
(q) Develop a state system for the recruitment and placement of participants in programs that receive assistance under the national service laws.
(r) Disseminate information about national service programs that receive assistance under the national service positions.
(s) Use assistance provided under Section 121 of Title I, 42 USCS 12571, to administer this state's grant program in support of national service programs including the selection, oversight, and evaluation of grant recipients.
(t) Develop projects, training methods, curriculum materials, and other materials and activities related to national service programs that receive assistance directly from the corporation or from the state using assistance provided under Section 121 of Title I, for use by such programs upon request.
(u) Establish policies and procedures for the use of federal funds received under Title I of the national service laws.
(v) Coordinate its functions, including recruitment, public awareness, and training activities, with any division of the Corporation for National and Community Service.

ARTICLE III
Membership

Section 1. Appointed Members

1.1 Members of the Commission shall be appointed by the Governor in the manner provided by Miss. Code Ann. § 43-55-5. The Commission shall consist of no fewer than fifteen (15) and no more than twenty-five (25) members.

1.3 Members shall have voting privileges and shall have the right to hold an office on the Commission.

1.4 Membership shall include at least one (1) of each of the following:

a) An individual with expertise in the educational, training, and developmental needs of youth, particularly disadvantaged youth.
b) An individual with experience in promoting the involvement of older adults in service and voluntarism.
c) A representative of a community-based agency or community-based organizations within the State.
d) The superintendent of the State Department of Education, or designee.
e) A representative of local government.
f) A representative of local labor organizations.
g) A representative of business.
h) An individual between the ages of 16 and 25, inclusive, who is a participant in or supervisor in a program as defined in Section 101 of Title I, 42 USCS 12511.
i) A representative of a national service program described in Section 122(a) of Title I, 42 USCS 12572.
j) The employee of the corporation designated under Section 195 of Title I, 42 USCS 12651f, as the representative of the corporation in this state, as a nonvoting member.
k) A representative of the volunteer sector, as designated under Section 178 of Title I, 42 USCS 12638.

1.5 In addition to the members described in subsection (2), the Commission may include as voting members any of the following:

(a) Local educators.
(b) Experts in the delivery of human, educational, environmental, or public safety services to communities and persons.
(c) Representative of Native American tribes.
(d) Out-of-school youth or other at-risk youth.
(e) Representatives of entities that receive assistance under the Domestic Volunteer Service Act of 1973, Public Law 93-113, 87 Stat. 394.
(f) A member of the Board of Trustees of State Institutions of Higher Learning.

1.6 Not more than twenty-five percent (25%) of the voting Commission members shall be officers or employees of this state.

1.7 The Governor shall ensure, to the maximum extent possible, that the Commission membership is diverse with respect to race, ethnicity, age, gender, and disability characteristics. Pursuant to Section 178, Title I, 42 USCS 12638, not more than fifty percent (50%) of the voting members of the commission, plus one (1) additional member, may be from the same political party.

Section 2. Ex-officio Members

2.1 The Governor may appoint additional officers or employees of state agencies operating community service, youth service, education, social service, senior service, and job training programs, as ex-officio members of the Commission. Ex-officio members may participate in the deliberations of the Commission but shall not vote or hold office.

2.2 Pursuant to Section 178, Title I, 42 USCS 12638, a representative from the AmeriCorps Regional Office shall be an ex-officio member.

Section 3. Terms

Members of the Commission shall serve three-year terms expiring on October 1.

3.1 Members of the Commission may not serve more than two (2) consecutive terms. A Member of the Commission can be appointed to fill an unexpired term, due to vacancy. A former Member of the Commission shall be eligible for reappointment after an absence from the Commission of at least one (1) year. All appointments shall be for three (3) year renewable terms. If an individual is appointed to serve out a vacancy and is thereafter appointed to serve a regular term, the latter would be considered a full first term.

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

3.3 A Commission member is expected to attend a minimum of seventy-five percent (75%) of regularly scheduled or specially called meetings annually. Failure to comply with the attendance requirement will be reviewed by the Executive Committee and may result in the member being asked to resign from the Commission.

Section 4. Resignation

A Member of the Commission 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 5. 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. Composition

Officers of the Commission shall consist of Chair, Vice Chair (who shall be Chair Elect), and 2nd Vice Chair.

Section 2. Selection

2.1 Officers shall be elected at the Annual Meeting or as needed due to a position vacancy by members of the Commission for a term of one year commencing October 1. Except to the extent permitted by membership terms, the Vice Chair for the prior year shall serve as the Chair; and the Commission shall elect each year a Vice Chair and a 2nd Vice Chair.

2.2 Commission staff members shall serve as Executive Director and Secretary and shall attend all full Commission meetings.

Section 3. Resignation

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

Section 4. Vacancy

A vacancy of any office may be filled, for the remainder of the unexpired term, by majority vote of the Commission at a meeting at which quorum is present. The officer so selected shall serve until the next regular annual meeting, at which time a successor shall be elected.

Section 5. Duties of the Office

5.1 The Chair shall see that the policies of the Commission are carried into effect. The Chair shall appoint members and officers of any committees that are necessary to fulfill the Commission's responsibilities. The Chair shall be an ex-officio member of all committees. The Chair, in consultation with the Executive Director, will appoint three members each year to a Nominating Committee. This Committee shall present the slate of officers during the Annual board meeting.

5.2 When the Chair is absent or 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. The Vice Chair shall also serve as Chair Elect and shall serve the following year as Chair.

5.3 When the Chair and Vice Chair are absent or otherwise unable to fulfill duties, the 2nd Vice Chair shall exercise the power of the Chair. Additionally, the 2nd Vice Chair assists the Chair in carrying out duties in a manner deemed appropriate by the Chair.

ARTICLE V
Meetings

Section 1. Regular Meetings

The word "meeting" as used in these bylaws means "session" and covers all regular meetings, special meetings, annual meetings.

1.1 The commission shall meet at a minimum quarterly. However, the commission shall meet more frequently at the call of the Chair or if requested by five (5) or more members. A quorum is required to conduct business of the Commission.

1.2 The last regular meeting of the state fiscal year shall be known as the annual meeting. At this meeting election of the officers shall take place, and annual reports of committees shall be made in addition to regular commission business.

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 five (5) members of the Commission.

2.2 Notice of special meetings 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, or email.

Section 3. Quorum

A majority of the voting members of the commission constitutes a quorum for the transaction of business at a meeting of the Commission. A quorum is required for official action of the Commission. Members of the Commission or a committee may participate in any regular or special meeting by means of a conference telephone or similar communications equipment, by means of which all members participating at the meeting can hear each other at the same time, and participation by such means shall constitute presence in person at a meeting.

Section 5. Meeting Notice and Conduct.

Notices of all Commission Meetings shall be published notices in the manner required by Miss. Code Ann. § 25-41-1 *et seq.* and will be conducted in the manner set forth therein.

ARTICLE VI
Voting

Section 1. Conflict of Interest

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

Section 2. No Participation if Conflict Exists

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

a) A grant application relating to the grant program is pending before the Commission.

b) The application was submitted by a program or entity of which a Member of the Commission is, or in the one-year period before the submission of such application was, an officer, director, trustee, full-time volunteer, or employee.

ARTICLE VII
Committees of the Commission

Section 1. Executive Committee

1.1 There shall be an Executive Committee of the Commission, the members of which shall be the Chair, Vice Chair, 2nd Vice Chair, and the Executive Director and one other Member of the Commission appointed by the Chair.

1.2 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.

Section 2. Finance Committee

2.1 There shall be a Finance Committee of the Commission, the members of which shall be at least two (2) Members of the Commission and the Executive Director or designee. One of the Members of the Commission shall be appointed by the Chair with approval of the Commission to serve one (1) year terms but may be reappointed for successive terms.

2.2 The Finance Committee shall review the finances and investments of the Commission and where appropriate, make reports and recommendations to the Commission. The Staff of the Commission shall provide such reports and documentation on the financial status of the Commission to the Finance Committee as may be requested from time to time.

Section 3. Nominating Committee

The Chair, in consultation with the Executive Director, shall appoint three (3) members each year to a Nominating Committee. The Committee shall present the slate of officers during the Annual Meeting.

Section 4. Ad Hoc Committees

The Commission may, by a resolution, create such other standing or ad hoc committees as it may deem necessary or desirable to promote the purposes and carry on the work of the Commission. Each such committee may consist of any number of persons chosen by the Commission, all of whom need not be Members of the Commission so long as at least two Members of the Commission are members of the committee. Actions of committees shall be subject to approval of the Commission.

ARTICLE VIII
Executive Director

Section 1. Appointment

The Executive Director shall be initially designated by the Governor and shall report directly to the Commission. Thereafter, the Executive Director shall be employed by the Commission. Compensation for the Executive Director shall be set by the Executive Committee, with the approval of the Commission, in accordance with state law and within any limits that may be specified in any appropriations act and recommendation will be given to the Commission.

Section 2. Duties

The Executive Director shall be the chief executive officer and administrative head of the Commission. The Executive Director shall employ and set compensation for other personnel as may be authorized and necessary to carry out functions of the Commission and staff. The Executive Director shall be responsible for establishing and carrying out programs, operational, fiscal, and administrative matters. The position shall be full time. The Executive Director shall assist the Commission in the performance of its duties, powers and authority.

ARTICLE IX
Amendment of Bylaws

Section 1. Review

An ad hoc bylaws committee will review the bylaws every five (5) years or more frequently as needed to conduct the business of the Commission and make recommendations for appropriate changes to the Commission.

Section 2. Amendments

These bylaws may be amended or repealed upon the affirmative vote of two-thirds of the Members of the Commission, provided such amendment or repeal has been proposed in writing at a prior meeting of the Commission and provided that notice of the meeting at which the vote is to be taken shall set forth the proposal to be acted upon.

ARTICLE X
Parliamentary Authority

Meetings of the Commission shall be conducted in accordance with the edition of *Robert's Rules of Order* in effect at the time of the meeting in all cases to which they are applicable and in which they are not inconsistent with Mississippi law, these bylaws, and any special rules of order the Commission may adopt.

ARTICLE XI
Non-Discrimination

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