

**ILLINOIS COMMISSION ON VOLUNTEERISM AND COMMUNITY SERVICE
BY-LAWS**

Article I

Name

Section A The name of this organization is the Illinois Commission on Volunteerism and Community Service, hereinafter referred to as the Commission.

Article II

Mission and Purpose

Section A The mission of the Commission is to improve Illinois communities by enhancing volunteerism and instilling an ethic of service throughout the State.

Section B The purpose of the Illinois Commission is to promote and support volunteerism and community service in public and private programs to address the needs of Illinois residents; to stimulate new volunteerism and community service initiatives and partnerships; and to serve as a resource and advocate for community service agencies, volunteers, and programs that involve volunteers.

Section C This bi-partisan Commission acts as the State Commission required by the National and Community Service Trust Fund Act of 1993 and as required by Illinois statute (20 ILCS 710) and operates under the auspices of the Department of Human Services (DHS).

Article III

Operation

Section A The Governor shall appoint an Executive Director of the Illinois Commission on Volunteerism and Community Service. The Executive Director shall, with the concurrence of the Secretary of DHS, employ such staff as is necessary to carry out the operations of the Commission. The Commission, working in cooperation with State agencies, individuals, local groups, elected and appointed government officials, educational institutions, and public and private nonprofit organizations throughout the State, shall undertake programs and initiatives to promote the concept of volunteerism and community service throughout Illinois. The Executive Director shall be responsible for administering the activities of the Commission.

Article IV
Membership

Section A Voting Members

1. Members shall be appointed by the Governor for a specified period of time as noted in Section D, Terms of Service.
2. The Commission shall consist of up to 25 voting members and 15 nonvoting ex-officio members. At least 25% of the members shall be from the city of Chicago.
3. Not more than 50% of the Commission appointed by the Governor may be from the same political party.
4. Voting members shall include the following:
 - a. Individual with expertise in the educational, training and developmental needs of youth, particularly disadvantaged youth;
 - b. Individual with experience in promoting the involvement of older adults in service and volunteerism;
 - c. Representative of community based organizations within the state;
 - d. The State Superintendent of Education;
 - e. Representatives of local governments in the State;
 - f. Representative(s) of local labor organizations in the State;
 - g. The Chairman of the City Colleges of a municipality with a population of more than 2 million;
 - h. The human services department of a municipality with a population of more than 2 million;
 - i. The Superintendent of Police of a municipality with a population of more than 2 million;
 - j. The President of a County Board of a county with a population of more than 2 million;
 - k. The Public Health Commissioner of a municipality with a population of more than 2 million;
 - l. Representatives of a national service program;
 - m. A youth between 16 and 25 years old who is a participant or supervisor in a community service program;
 - n. Representatives of the business community.

Section B Ex-Officio Members

1. Members shall be appointed by the Governor for a specified period of time as noted in Section D, Terms of Service.
2. Ex-Officio members may serve on committees
3. The State Corporation Representative shall serve as an ex-officio member of the Commission.

Section C Duties and Responsibilities

The following are the major duties and responsibilities of the Commission:

1. Prepare a multi-year plan for national and community service, developed through an open, public process and updated annually;

2. Prepare the financial assistance applications of the State under the National and Community Service Trust Fund Act of 1993;
3. Assist in the preparation of the application by the State Board of Education for assistance under that Act;
4. Prepare the State's application under that Act for the approval of national service positions;
5. Assist in the provision of health care and child care benefits under that Act;
6. Develop a State recruitment, placement, and information dissemination system for participants in programs that receive assistance under the national service laws;
7. Administer the State's grant program including selection, oversight, and evaluation of grant recipients;
8. Make technical assistance available to enable applicants to plan and implement service programs and to apply for assistance under the national service laws;
9. Develop projects, training methods, curriculum materials, and other activities related to service;
10. Coordinate its functions with any division of the federal Corporation for National and Community Service outlined in the National and Community Service Trust Fund Act of 1993.
11. Publicize Commission services and promote community involvement in the activities of the Commission;
12. Promote increased visibility and support for volunteers of all ages, especially youth and senior citizens, and community service in meeting the needs of Illinois citizens; and
13. Receive and distribute gifts, grants, and other funds through a non-profit organization specifically created to solely support the work of the Commission.
14. Represent the Department of Human Services on the issues of volunteerism and community service on such occasions and in such manner as appropriate to the mission of the Commission.

Section D

Terms of Service

1. Members will serve terms of three years each. Members of the Commission may not serve more than three full consecutive three-year terms, except for those specifically mandated by the enabling state legislation. Statutory appointees shall continue to serve as long as they hold public office.
2. In the case where appointments are made for terms of less than three years, those appointments shall not count toward the three, three-year maximum service limit.
3. Commissioners whose terms have expired shall serve until the position is filled by appointment or re-appointment, regardless of term limits.

4. A Commission member may resign at any time by giving written notice to the Executive Director of the Commission or to the Chair of the Commission.
5. Attendance at Commission meetings is a critical factor affecting the ability of the Commission to do its work. Commissioners who cannot attend a meeting shall notify the Commission's Chair or Executive Director in advance; failure to notify the Chair or Executive Director shall be considered an un-excused absence. Two consecutive un-excused absences shall constitute a resignation.

Section E Vacancy

A vacancy on the Commission shall be filled for the remainder of the unexpired term in the same way that initial appointments are made by the Governor. An appointee will serve for the remainder of the term vacated.

Section F Conflicts of Interest

If a Commissioner has a conflict of interest with any proposal submitted or any program being reviewed e.g. he/she or spouse is employed by the organization; he/she or spouse serves as an officer, director, trustee, or volunteer for the organization or in any way profits materially from the activities of that organization, that Commissioner must declare the conflict; the minutes must so reflect; and the Commissioner must physically and verbally withdraw from any Commission deliberations or informal advocacy at any time that organization is being discussed by the Commission. All Commissioners shall annually sign and follow a conflict of interest policy.

Article V
Meetings/Quorum

Section A There shall be at least four regular meetings of the Commission per year. Meeting times, dates and locations shall be determined by the Commission in consultation with the Executive Director and in accordance with the Open Meetings Act. A minimum of two weeks' advance notice is required for scheduling meetings. At least one regular meeting each year shall be held in western, northwestern, central, or southern Illinois (outside the metropolitan Chicago area).

Section B A quorum is required to conduct business of the Commission. Quorum shall be established when one-half of the voting members are present. If a quorum is not present at a regularly scheduled or special meeting and an emergency requires action be taken, the action must be ratified at the next regular business meeting at which there is a quorum or by subsequent signed mail ballot. Members attending the meeting via telephone or other technology which allows them to both hear and participate in discussions shall be considered present for the purposes of quorum.

Section C A voting member may select one designee to serve when necessary in his/her place. A letter must be submitted to the Chair of the Commission from the Commissioner nominating the designee and indicating his/her credentials for service and relationship to the constituency the Commissioner represents. Designees shall enjoy the full privileges of Commission membership but may not be an officer of the Commission.

Section D All meetings, applicable by law, shall be open to the public.

Section E Special meetings may be called between regularly scheduled meetings by the Chair, the Executive Director of the Commission or at the written request of five members. Notice of the meeting must be sent to all members of the Commission at least two weeks in advance of the meeting.

Section F In the absence of both the Chair and Vice Chair at either a regularly scheduled or special meeting, the Commission shall elect a Chair Pro-Tem from the Executive Committee members present. In the absence of all Executive Committee members, a Chair Pro-Tem shall be elected from the members present.

Article VI

Officers

Section A The Commission will have two officers: a Chair and a Vice Chair.

Section B Officers shall be elected by the Commission and serve for a term of two years. No person shall serve in the same office for more than three consecutive terms.

Section C Officers of the Commission shall not be selected from members whose organizations are funded by or receive direct benefits from the Commission's resources. This section is meant to eliminate any possibility of conflict of interest or any appearance of impropriety.

Section D Nominations for each officer shall be taken from the floor during the first meeting of each calendar year when a term is expiring. Secret ballots may be requested. The Candidate with the majority of votes cast by those present and voting shall be declared the duly elected officer of the Commission. In the event no one receives a majority, the two candidates with the most votes shall run against each other until one receives a majority of votes.

Section E The Chair shall be responsible for facilitating meetings of the Commission and the Executive Committee, assisting the Executive Director in planning

the agenda for Commission meetings, and representing the Commission and the Department of Human Services as needed.

Section F The Vice Chair shall assume the duties of the Chair in the event of the Chair's absence or resignation. When the Vice Chair permanently assumes the responsibilities of the Chair, an election will be held to identify a new Vice Chair who shall serve until the next election.

Section G An officer may resign at any time by giving written notice to the Executive Director.

Article VII Committees

Section A There shall be standing committees of the Commission. Additional committees may be established by a majority vote of the Commission. Committee meetings shall be held during a scheduled period of time at the Commission's regular business meeting, or otherwise as appropriate or necessary. Commission members and ex-officio members shall be asked to signify which committees they are interested in at the last meeting of each calendar year. Committee chairs shall be appointed by the Chair and must be voting members of the Commission, except for the Executive Committee as noted below.

Section B The Chair may, from time to time, appoint one or more additional persons as members of committees. Members of committees who are not appointed Commissioners shall be entitled to all of the rights and privileges of regular committee members, but may not chair a committee.

Section C Each committee shall coordinate its work with other committees of the Commission.

Section D **Executive Committee**

An Executive Committee shall be composed of the officers of the Commission, the immediate past chair (for the first year after his/her term has expired), and the Chairs of the Commission's other Committees. The past chair shall serve in an advisory, non-voting capacity if no longer a member of the Commission.

1. The Executive Committee shall have general supervision of the affairs of the Commission between its business meetings, make recommendations to the Commission, serve as liaisons among the committees and perform other duties as specified in these bylaws. The Executive Committee shall be empowered to establish ad-hoc committees to carry out the work of the Commission, and shall report such appointments at the next regular meeting of the Commission.

2. The Executive Committee shall be empowered to act on behalf of the Commission and shall take no action or render any decision that is in conflict with action taken by the Commission.

Section E Community Outreach and Public Relations

The mission of the Community Outreach and Public Relations Committee shall be to educate communities about available Commission resources and encourage them to increase volunteerism in their communities. The committee is responsible for ensuring that Commission resources are being distributed appropriately to communities in need, that outreach events to communities are conducted and assisting staff in program development. Activities include meeting with community representatives and linking them with the most appropriate national service contact. The committee shall develop a statewide marketing strategy to increase the visibility of volunteerism and national service programs in Illinois. The committee will work with staff to develop marketing materials, ensure the newsletter is published quarterly, and issue press releases as appropriate. The committee is responsible for assisting in the development of a plan to recruit national service participants and promoting national service days.

Section F Resource Development

The mission of the Resource Development committee shall be to secure corporate and other non-public funding to support volunteerism, national service programs, and other activities which support the mission of the Commission. The Committee will serve as a liaison between the Commission and the Serve Illinois Foundation. Activities shall include partnering with businesses or foundations to provide support to national service programs, overseeing the development and operation of a non-profit organization that solely supports the work of the Commission, and establishing linkages with potential funders. The committee shall seek in-kind resources, such as printing or professional services, to support the work of other committees and staff. The committee is also responsible for working with the Illinois Department of Human Services and state legislators to maintain adequate general revenue funding for the Commission and its activities.

Section G Volunteer Recognition

The mission of the Volunteer Recognition Committee shall be to support and host recognition events throughout the state. The goal of these events shall be to promote the work of individual volunteers and organizations while also promoting an ethic of service throughout the year. Events shall

include, but are not limited to, the Governor's Volunteer Service Awards and National Service Recognition Day, and national days of service.

Section H Strategic Planning Committee

The mission of the Strategic Planning Committee shall be to develop and maintain the Commission's Strategic Plan, and work with staff to devise a Request for Proposal (RFP) that ensures the vitality of the Commission's national service portfolio. The committee will help to market the RFP throughout the state. Once proposals are submitted, the committee will assist in the review process. Every three years, the Committee will revise and present to the Commission for review the Strategic Plan. The Committee is responsible for assessing the Commission's performance in relation to the goals set forth in the strategy. Annually, the committee will review the Commission's RFP process to ensure that it is designed and conducted in a manner that allows a diverse group of programs the opportunity to apply for national service support.

Article VIII

Parliamentary Authority

Section A The rules contained in the current edition of *Roberts 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 the Commission may adopt.

Article IX

Amendment of Bylaws

Section A The Executive Committee shall review the Bylaws as needed and make recommendations for appropriate changes to the full Commission.

Section B Suggested bylaw amendments must be submitted in writing to the Executive Committee two months in advance of the next regular meeting. The Executive Committee shall review proposed amendments and send the proposals in writing to the full Commission one month prior to the next regular meeting. Each proposed amendments shall be presented to the full Commission at the next regular Commission meeting for a vote.

Section C To be adopted, amendments to the bylaws must receive a two-thirds affirmative vote of those Commission members in attendance.