

BY-LAWS
CONNECTICUT COMMISSION ON NATIONAL AND COMMUNITY SERVICE

Article I
Name and Purpose of the Commission

Section 1. Name and Creation

- 1.01 The name of the organization is the **Connecticut Commission on National and Community Service**, aka known as CCCS, herein after referred to as the CT Commission on Community Service.
- 1.02 The Commission was created by Executive order Number Nine of the Governor of the State of Connecticut, dated December 3, 1993.

Section 2. Purpose

- 2.01 The Connecticut Commission on Community Service is dedicated to supporting service and civic engagement to strengthen communities throughout our state.

The purposes for which the Commission operates are to:

1. encourage community service and volunteer participation as a means of community and state problem-solving;
2. promote and support voluntary citizen involvement in government and private programs throughout the state;
3. develop a long-term, comprehensive vision and plan for action for community service initiatives in Connecticut,
4. serve as the State's liaison to national and state organizations which support its mission, and
5. carry out those duties as defined per the Executive Order, and the National Community Service Act of 1990 as amended by the National and Community Service Trust Act of 1993.

Section 3. Mission

- 3.01 The mission of the Connecticut Commission on Community Service is to foster a vibrant culture of service through volunteerism by:
1. Securing and granting funds
 2. Selecting, training and monitoring high-quality grantees
 3. Recognizing the success and effectiveness of volunteer programs and activities
 4. Developing and sharing resources
 5. Creating networks among volunteer organizations
 6. Serving as a bridge between the public and nonprofit sectors
 7. Supporting and publicly recognizing community service on college campuses

Section 4. Statement of Intent

- 4.01 The Commission shall remain actively committed in its support of human rights legislation and shall not discriminate on the basis of race, color, religion, sex, sexual preference, marital status, ancestry, citizen status, national origin, non-job pertinent disabilities or any other category protected under the law.

Article II

Membership

Section 1. Voting Members

- 1.01 The Commission shall be comprised of no fewer than fifteen (15) and no more than twenty-five (25) voting members, appointed by the Governor.
- 1.02 Voting members shall be appointed to meet the composition requirements of the National and Community Service Act of 1990 as amended by the National and Community Service Trust Act of 1993.
- 1.03 All voting members shall have the same voting privileges and the same right to hold an office on the Commission.
- 1.04 All voting members shall, at all times, maintain their correct home and/or office mailing address and contact numbers with the Executive Director of the Commission.

Section 2. Ex-Officio Members

- 2.01 The Governor may appoint additional State agency representatives as ex-officio, non-voting members.
- 2.02 The Corporation for National Service will designate one of its employees as an ex-officio, non-voting member of the Commission. The Governor may designate this individual to be a voting member.
- 2.03 Ex-officio members may not hold a Commission office.

Section 3. Term

- 3.01 Members shall serve for a term of three (3) years. Members may be appointed for no more than 3 full consecutive terms.

Section 4. Transfer

- 4.01 Membership in the Commission is not transferable or assignable.

Section 5. Resignation and Vacancy

- 5.01 A Commission member may resign at any time by providing written notice to the Governor with copies to the Chair and Executive Director.
- 5.02 If a vacancy occurs the Governor shall appoint a new member to serve the remainder of the vacated term.

Section 6. Removal

- 6.01 Failure of a Commission member to attend three (3) consecutive regularly scheduled meetings shall constitute grounds for removal from the Commission. The Chair or Executive Director shall report to the Governor a member who fails to attend three consecutive regularly scheduled meetings.
- 6.02 Violation of a Conflict of Interest prohibition (see Article V, Section 6) by a member shall constitute grounds for removal from the Commission. The Chair shall report to the Governor if a member appears to have violated the conflict of interest provisions.

Article III Officers

Section 1. Designation

1.01 The officers of the Commission shall consist of a Chair, 1st Vice-Chair, 2nd Vice-Chair and Secretary.

Section 2. Term

2.01 Officers shall be elected at the annual meeting and shall hold office for a term of two (2) years and are eligible to be re-elected for one additional term. Each officer is eligible to serve a maximum of 4 years consecutively in each office.

2.02 Candidates who receive a majority of the votes cast by voting members shall be declared the duly elected officers.

Section 3. Resignation

3.01 Any officer may resign at any time by providing written notice to the Chair with a copy to the Executive Director.

Section 4. Vacancy

4.01 A vacancy of any office may be filled, for the remainder of the term, by majority vote of the voting members. In the event the vacancy is the Chair, the 1st Vice-Chair shall serve the remainder of the term.

Section 5. Duties

5.01 The Chair shall preside at all meetings of the Commission and the Executive Committee, and shall perform all duties incident to that office. The Chair will develop agenda of Commission meetings with Executive Director and meet monthly with the Executive Director. The Chair will annually facilitate development of Commission Goals. The Chair shall be an ex-officio member of all standing committees [excluding nominating process of officers].

5.02 The 1st Vice-Chair shall have the same powers and duties as the Chair in the Chair's absence or inability to serve. The 1st Vice-Chair will be the liaison to the Resource Development Committee.

5.03 The 2nd Vice-Chair shall have the same powers and duties as the Chair in the Chair's and 1st Vice-Chair's absence or inability to serve. The 2nd Vice-Chair will be the liaison to the Communications Committee.

5.04 The Secretary shall ensure the process for accurate recording and distribution of the commission meeting minutes. The Secretary will be the liaison to the Leadership Development Committee.

Section 6. Removal of an Officer

- 6.01 Officers may be removed from their office for “just cause” by a written motion with rationale at any commission meeting. Just cause is defined as, “the failure of the officer to effectively perform the duties of such position and/or engage in inappropriate behavior.”
- 6.02 A special meeting must be called by the Commission Executive Director within 30 days of the original motion. At this meeting the officer and the member who motioned for the officer's removal will each have ten minutes to speak on the matter. Immediately following this, a secret ballot vote will be taken on whether or not to remove the officer. A two-thirds majority of those present voting is required for an officer to be removed.

Article IV Committees

Section 1. Executive Committee

- 1.01 The Executive Committee shall consist of the officers, the chairs of standing committees, and the Executive Director as an ex-officio member.
- 1.02 The Executive Committee shall have the power to act in the Commission's behalf between meetings for time sensitive matters, however, the Executive Committee shall not:
1. determine the general policy, goals or direction of the Commission,
 2. approve any act required by law to be approved by members, and
 3. adopt, amend or repeal the Commission by-laws.

Section 2. Standing Committees

- 2.01 The following committees shall be designated as Standing Committees to further the business of the Commission:
1. Communications – will develop and oversee the implementation of public relations and legislative relations
 2. Leadership Development – will develop and oversee the process of recruitment of new commissioners; commissioner orientation and ongoing training; develop and present a slate of officers to the commissioners for election; enforcement and revision of bylaws.
 3. Resource Development – will develop and oversee the implementation of fund development and, where appropriate, legislative development activities.

Section 3. Ad Hoc Committees

- 3.01 The Chair shall appoint committees and committee Chairs, as deemed necessary and advisable to further the business of the Commission.

Article V Meetings

Section 1. Meetings

- 1.01 The Commission shall have a minimum of five (5) regularly scheduled meetings per annum. One regularly scheduled meeting shall be designated as the annual meeting. At the annual meeting election of officers shall take place in addition to regular Commission business.
- 1.02 All meetings of the Commission at which any business related to its purpose is transacted shall be open to the public in accordance with the laws of the State of Connecticut, unless an executive session is called for purposes permitted under the laws of the State. Executive sessions may be closed to the public.

Section 2. Quorum

- 2.01 A Commission meeting is in session when at least a quorum of the voting membership is present. A quorum shall be a majority of the commission's voting members.

Section 3. Notice

- 3.01 Pursuant to Section I-225 of the Connecticut General Statutes, all public agencies of the state are required to file a schedule of their regular meeting for the year with the Office of the Secretary of the State.
- 3.02 Written notice of the time and place of each meeting of the Commission, other than emergency meetings, shall be given to each member either by personal delivery, postal mail, electronic mail or facsimile, at least ten (10) but not more than sixty (60) days before each Commission meeting. The attendance of any member at any meeting without protesting, prior to or at the commencement of the meeting, lack of proper notice shall be deemed a waiver of notice of such meeting.
- 3.03 The public may ascertain the time and place of all regularly scheduled meetings and the time, place and purpose of all special meetings by (a) writing the Commission at the business address or (b) calling the Commission at its business office during working hours.

Section 4. Agenda

- 4.01 The Executive Director of the Commission in consultation with the Commission Chair shall provide each member with a proposed agenda for each meeting at the time of service of notice of the meeting. Following the call of the meeting, a member may add an item to the agenda following review with the Chair and communicated with the entire Commission.

Section 5. Voting

- 5.01 A quorum of the voting membership is required before any vote may be taken. The majority vote of such a quorum shall control.

Section 6. Conflict of Interest

- 6.01 Members shall on their honor declare actual or potential conflict of interest situations at the start of each meeting where the agenda indicates a conflict may occur. If a conflict of interest situation develops during the discussion, the member with the conflict is expected to notify the Chair.
- 6.02 Conflicts of interest include situations where a member serves as a Trustee, Board Member, staff member or committee member of an entity which is requesting approval of a grant from the Commission, or any other relationship which the member, in his/her own discretion, deems a conflict of interest.
- 6.03 Any members with a conflict of interest will be called upon by the Chair to discuss details and share any information about the proposed grant at the time of the individual grant request discussion. The member should recuse himself/herself while other members discuss the application and vote its acceptance or denial. Following action upon the grant request, the recused member should return to the meeting.
- 6.04 Members who are unsure about a conflict of interest situation should discuss their concerns with the Chair prior to the meeting when the conflict of interest might occur.
- 6.05 No member should review or vote on any proposal from any organization of which the member is an employee or a member.
- 6.06 Members may not, under any circumstances, assist an organization in the preparation of a grant application, except to take part in a Commission-approved program of technical assistance that is equally available to all potential applicants.
- 6.07 Members must also ensure that they do not provide anyone outside the Commission with “insider information” that has not been released by the Commission or that is not already on the public record.

Section 7. Conduct

- 7.01 Unless otherwise specified or required by law, meetings shall be conducted according to the most recent edition of the Authorized Robert’s Rules of Order Revised, when not inconsistent with these by-laws.

Article VI Administrative Agency and Staff

Section 1. Administrative Agency

- 1.01 The Connecticut Commission on National and Community Service shall serve as the State's liaison to national and state organizations that support its mission. The Commission shall be housed and staffed by the Department of Higher Education.

Section 2. Staff

- 2.01 Staff shall include an Executive Director hired by the Commissioner of Higher Education or a designee. The Executive Director shall be charged with carrying out the administrative business and professional affairs of the Commission and such other service-related activity as may be required under state or federal mandate and approved by the Commission Chair jointly with the Commissioner of Higher Education or a designee.
- 2.02 Subject to available funds, additional staff as necessary shall be similarly hired, reporting to the Executive Director and performing such duties and transacting such business as directed by the Executive Director.

Article VII Fiscal Year

Section 1. Fiscal Year

- 1.01 The fiscal year of the Commission shall run from July 1st to June 30th of each year.

Article VIII Amendment of By-laws

Section 1. Amendment of By-laws

- 1.01 These by-laws shall be amended at the annual Commission meeting by a two-thirds (2/3) vote of the voting members, providing each member has received written notice containing the proposed amendment at least thirty (30) days prior to the annual meeting.

Section 2. Effective Date

- 2.01 Amended bylaws shall become immediately effective upon adoption.

Approved and Adopted September, 2007