

# SERVE IDAHO

## BY-LAWS

*The following information is not new law, but agency guidance designed to clarify Executive Order No. 2019-11 and the Edward M. Kennedy Serve America Act. For more information, contact Renee Bade at (208) 332-3578 ext. 4061 or at [renee.bade@labor.idaho.gov](mailto:renee.bade@labor.idaho.gov).*

### **ARTICLE I: NAME**

The name of the organization shall be SERVE IDAHO, “the Governor’s Commission on Service and Volunteerism”

### **ARTICLE II: PURPOSE**

2.01 Serve Idaho shall advise and assist in the development and implementation of a comprehensive statewide plan for promoting volunteer involvement and citizen participation in Idaho.

2.02 Serve Idaho shall serve as the state’s liaison to national and community organizations that support the intention of the SERVE AMERICA ACT of 2009, (“the Act”).

### **ARTICLE III: MEMBERSHIP**

#### Section I: Appointed Member

3.01 The Serve Idaho Commission shall be composed of no fewer than fifteen (15) and no more than twenty-five (25) voting members to be appointed by the Governor in compliance with the federal guidelines as described in the Act of 1993 and as detailed in the Governor’s Executive Order No.2015-08.

3.02 All Serve Idaho Commission members shall serve at the pleasure of the Governor.

3.03 Not more than twenty-five (25) percent of Serve Idaho Commission members shall be employees of state government, though the Governor may appoint additional state agency representatives to the Commission as non-voting ex-officio members.

3.04 Not more than fifty (50) percent plus one (1) member of the Serve Idaho Commission may be from the same political party. To the maximum extent practicable, membership shall be diverse with respect to race, ethnicity, age, gender, religion and disability characteristics.

### **ARTICLE IV: TERMS**

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- 4.01 Members shall serve for a term of three (3) years.
- 4.02 Vacancies among Commission members shall be filled by the Governor. The new members shall serve for the remainder of the unexpired term.

#### **ARTICLE V: DUTIES AND RESPONSIBILITIES**

- 5.01 Commission members shall have the duties and responsibilities as listed in the Governor's Executive Order, No. 2019-11.
- 5.02 The Department of Labor shall serve as Serve Idaho's fiscal agent.

#### **ARTICLE VI: OFFICERS**

- 6.01 The officers of the Serve Idaho Commission shall be the following: Commission Chair, Vice-Chair and Secretary.
- 6.02 The Serve Idaho Commission shall elect a Chairperson from the voting members.
- 6.03 Chair and Vice Chair of the Serve Idaho Commission, shall be elected at the annual meeting for a term of two (2) years.
- 6.04 Secretary of the Serve Idaho Commission, shall be elected at the annual meeting for a term of one (1) year.
- 6.05 The elected officers of the Serve Idaho Commission begin their terms on the first day of the year following the annual election.
- 6.06 The officers of the Serve Idaho Commission shall perform the duties prescribed by these by-laws and by the parliamentary authority adopted by the Commission.
- 6.07 A vacancy of any office shall be filled by a majority vote of the Serve Idaho Commission. The elected officer shall serve for the remainder of the unexpired term.

#### **ARTICLE VII: MEETINGS**

- 7.01 There shall be at least four (4) regular meetings of the Serve Idaho Commission per year.
- 7.02 The annual meeting shall be the last regular meeting of the calendar year.

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- 7.03 The purpose of the annual meeting shall be the election of officers, the reports of the committees and for any other business that may arise.
- 7.04 Failure to attend at least seventy-five (75) per cent of the quarterly Serve Idaho Commission meetings in a calendar year may result in removal from the Commission.
- 7.05 Attendance at any other functions of the Serve Idaho Commission shall not satisfy the required number of meetings attended.
- 7.06 Special meetings may be called by Serve Idaho's Program Manager, the Commission Chair, or at the written request of three (3) commission members. The written request shall be submitted to the Commission Chair.
- 7.07 Notice of the special meeting must be sent to all Serve Idaho Commission members at least one (1) week in advance of the meeting.

#### **ARTICLE VIII: QUORUM**

- 8.01 A quorum shall consist of a simple majority plus one (1).
- 8.02 Attendance by telecommunications devices shall constitute presence by a member at all meetings, so long as all communication among members of the Commission is audible to all attendees of the meeting. Voting by Commission members participating by telecommunications devices shall be by roll call vote.

#### **ARTICLE IX: COMMITTEES**

Serve Idaho shall have the following standing committees: Executive, Program, Outreach, Governance, and Events.

- 9.01 Standing Committee Chairs, shall be appointed by the full Commission Chair prior to the first Commission meeting of the year in which the Standing Committee Chair will begin their appointment. Standing Committee Chairs will serve a term of 2 years.
- 9.02 Standing Committee Vice Chairs, shall be appointed by the full Commission Chair prior the first Commission meeting of the year in which the Standing Committee Vice Chair will begin their appointment. Standing Committee Vice Chairs will serve a term of 1 year.

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#### 9.03 Executive Committee

The Executive Committee shall consist of the following members: Commission Chair, Commission Vice-Chair, Commission Secretary, past Commission Chair, and Standing Committee Chairs.

The Executive Committee shall also consist of a representative of the following: State Department of Education, Corporation for National and Community Service, Serve Idaho Program Manager and a member from the State Department of Labor. Of these representatives the Corporation for National and Community Service, the Serve Idaho Program Manager and the member from the State Department of Labor shall be non-voting members.

Ad Hoc Committee Chairs shall be part of the Executive Committee during the time their Committees are working on a project.

#### 9.04 Duties of the Executive Committee:

The Executive Committee shall have the general supervision of the affairs and business that comes before the total Commission.

The Executive Committee shall have the authority to establish Ad Hoc Committees in order to carry out the business of the Serve Idaho Commission.

The Executive Committee shall perform such other duties that are specified in these By-laws.

#### 9.05 Program Committee

The Program Committee shall serve as members of the Grant Application Review Process (GARP) Committee. This Committee shall make recommendations to the total Serve Idaho Commission regarding the AmeriCorps grants that are to be submitted for funding.

The Program Committee shall participate in on-site evaluations of programs funded by the Serve Idaho Commission whenever possible.

The Program Committee shall assist in developing and implementing a strategy to increase grant applications.

The Program Committee shall provide a written Committee report for each of the regularly scheduled Serve Idaho Commission meetings.

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#### 9.06 Outreach Committee

The Outreach Committee shall develop and implement a strategic plan to promote Serve Idaho and its programs throughout Idaho.

The Outreach Committee shall assist with the dissemination of promotional materials for Serve Idaho programs and events.

The Outreach Committee shall provide a written Committee report for each of the regularly scheduled Serve Idaho Commission meetings.

#### 9.07 Governance Committee

The Governance Committee shall develop and implement a strategic Commissioner recruitment process and assist in identifying and developing potential future commissioners.

The Governance Committee shall ensure that all aspects of the present Executive Order are met when identifying potential new Commission members.

The Governance Committee shall identify a mentor and complete the on-boarding process for each new commissioner. They shall conduct an exit interview for each departing commissioner.

The Governance Committee shall review and monitor compliance with the present Executive Order and Commissioner Policy Manual. Any non-compliance shall be reported to the Serve Idaho Commission Chair and Program Manager.

The Governance Committee shall be responsible for reviewing updating by-laws as required, and submitting to full Commission for review and approval.

The Governance Committee shall be responsible for Commissioner Policy Manual changes, oversight, and maintenance. Any changes made will be submitted to full Commission for review and approval.

The Governance Committee shall provide a written Committee report for each of the regularly scheduled Serve Idaho Commission meetings.

#### 9.08 Events Committee

The Events Committee shall be responsible to plan and execute the Idaho's Brightest Stars and Serve Idaho Conference working in collaboration with Serve Idaho staff.

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The Events Committee shall assist in developing and implementing a strategy to raise funds for Idaho's Brightest Stars and Serve Idaho Conference.

The Events Committee shall provide a written Committee report for each of the regularly scheduled Serve Idaho Commission meetings..

#### **9.09 Ad Hoc Committee**

All Ad Hoc Committees shall be approved by the Serve Idaho Commission.

All Ad Hoc Committee members shall be appointed by the Chair of the Serve Idaho Commission.

During the time the Ad Hoc Committees are working on a project, they shall provide a written Committee report for each of the regularly scheduled Serve Idaho Commission meetings. They shall also provide a written committee report to the Serve Idaho Commission members at the next regular commission meeting following the completion of their duties and responsibilities.

#### **ARTICLE X: FISCAL YEAR**

The ordinary fiscal year for the Serve Idaho Commission shall be January 1 - December 31. The fiscal year may be based on the requirements of the Commission Support Grant.

#### **ARTICLE XI: AMENDMENTS OF BY-LAWS**

11.01 The Serve Idaho Commission shall review the By-Laws annually and shall make recommendations for appropriate changes.

11.02 The By-Laws may be amended by submitting proposed changes in writing to the Chair and the Program Manager of the Serve Idaho Commission at least two (2) months in advance of the next regular meeting.

11.03 The proposed amendments shall be sent, in writing, to all commission members one month in advance of the regular scheduled commission meeting. Voting shall take place at the next regularly scheduled commission meeting.

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11.04 The amendment of these By-Laws requires a two-thirds (2/3) majority of all duly appointed and voting members of the Serve Idaho Commission.

#### **ARTICLE XII: PARLIAMENTARY AUTHORITY**

The Serve Idaho Commission shall be governed by Roberts Rules of Order for matters not covered in these By-Laws or for matters specified in the Governor's Executive Order.