CHARTER AND BYLAWS
NORTH DAKOTA COMMISSION ON NATIONAL AND COMMUNITY SERVICE

CHARTER

The North Dakota Commission on National and Community Service (State Commission) was authorized under Executive Order 2002-02.3 signed by Governor John Hoeven, July 19, 2002.

2013 HB 1113 repealed Section 54-62-06 of ND Century Code, eliminating the Advisory Commission on Faith Based and Community Initiatives, with the intent of joining the Advisory Commission with the State Commission on National Community Service. On May 31, 2013, Governor Jack Dalrymple signed Executive Order 2013-10, superseding Executive Order 2002-02.3, and joining the two commissions into the State Commission on National and Community Service.

BYLAWS OF THE
NORTH DAKOTA STATE COMMISSION ON NATIONAL AND COMMUNITY SERVICE

ARTICLE I
NAME

The name of this organization shall be the North Dakota State Commission on National and Community Service, referred to in this document as the "State Commission".

ARTICLE II
PURPOSE

The North Dakota State Commission on National and Community Service's purpose is to foster a bipartisan, state-level commitment to advancing service initiatives in North Dakota and to play a leadership role in developing, communicating and promoting a statewide vision of service throughout the State.

ARTICLE III
MISSION

The State Commission's mission is to provide opportunities for North Dakotans of all ages and backgrounds to engage in service that addresses the state and nation's educational, public safety, environmental, and other human needs to achieve direct and demonstrable results and to encourage all North Dakotans to engage in such service. In doing so, the State Commission will foster civic responsibility, strengthen the ties that bind us together as a people, and provide educational opportunity for those who make a substantial commitment to service.

ARTICLE IV
MEMBERSHIP

a. **State Commission**: Shall consist of fifteen voting members and two Ex-Officio non-voting members:

Voting members on the State Commission:

1. One Senator
2. One Representative
3. Two representatives of a community-based agency or organization
4. The head of the State education agency
5. One representative of local government
6. One representative of local labor organizations in the state
7. One representative of business
8. One individual with experience in promoting the involvement of older adults (age 55 and older) in service and volunteerism
9. One individual between the ages of 16-25 who is a participant or supervisor of a service program for school-aged youth, or of a campus-based or National Service Program
10. One individual who is a representative of a National Service Program
11. One individual with expertise in the educational, training, and developmental needs of youth, particularly disadvantaged youth
12. One representative from one of the state's Indian Tribes
13. One representative of the volunteer sector
14. One member at large

Ex-Officio, non-voting members of the State Commission:

1. *Corporation for National and Community Service Representative*
2. *State Commission Executive Director*

b. **The Governor shall make appointment to the State Commission**. The terms of service shall be for three year terms of service staggered so that one third of the terms of membership expire each year. The Governor when filling vacant memberships may make an appointment for the remainder of the vacant term plus three additional years. Appointees will serve at the pleasure of the Governor.

c. **Vacancies** shall be filled in the same manner as the original appointment. The appointment shall be for the remainder of the vacant term.

d. **Attendance and participation** in State Commission and subgroup activities is important to the efforts of the State to foster civic responsibility, strengthen the ties that bind us together as a people, and provide educational opportunity for those who make a substantial commitment to service. Two consecutive absences from State Commission and subgroup meetings shall be cause for a recommendation by the Executive Committee, to the Governor, for forfeiture of appointment.

ARTICLE V
RESPONSIBILITIES

The **State Commission** shall have the authority to design, approve, and implement all necessary duties and functions including:

1. Develop, lead and coordinate the state's policy agenda affecting faith-based and community service programs and initiatives;
    a. Coordinate public education activities designed to mobilize public support for faith-based and community initiatives through volunteerism, special projects, demonstration projects, and public and private partnerships;
    b. Encourage private charitable giving to support faith-based and community initiatives;
    c. Bring concerns, ideas and policy options to the Governor and Legislative Assembly for assisting, strengthening, and replacing successful faith-based and community service programs;
    d. Provide policy and legal education to state, local and community policymakers and public officials seeking ways to empower faith-based and community organizations and to improve the opportunities, capacity, and expertise of those faith-based and community organizations;
    e. Develop and implement strategic initiatives to strengthen the institutions of civil society and the state's families and communities; and
    f. Encourage innovative grassroots efforts, nonprofit organizations and civic initiatives.

2. Development of a three year comprehensive national and community service plan and establishment of State priorities;
    a. Plan must be developed through an open and public process;
    b. Outreach process must include input from representatives of established State service programs, representative of diverse, broad-based community organizations that serve underserved populations and other interested people, including young people;
    c. The plan must contain such information, as the State Commission considers appropriate and must contain such other information as the Corporation may require.

3. Engage in selection of subtitle C programs and preparation of application to the Corporation;
    a. Administer a competitive grant process to select national service programs to include in any application to the Corporation for funding;
    b. Prepare an application to the Corporation to receive funding and/or educational awards for the programs selected.

4. Administer the grant program, including responsibility for administering the grants and overseeing the monitoring the performance and progress of funded programs, once subtitle C and community-based subtitle B funds are awarded.

5. Evaluation and monitoring;
    a. Evaluate and monitor funding and programming of the State Commission on an annual basis.
    b. Ensure that the efforts of faith-based and community services organizations meeting high standards of accountability.

6. Technical assistance, including providing technical assistance to local nonprofit organizations, including faith-based and other community initiatives, with regard to applying for funds and in implementing and operating high quality programs.

7. Program development assistance and training, including assisting in development of Subtitle C programs (a description of such proposal assistance must be included in the State comprehensive plan).

8. Make recommendations to the Corporation;
    a. Coordinate activities with other State Agencies;
    b. Coordinate with volunteer service programs.

9. Advise the Governor concerning the implementation of the state's strategic plan for National and Community Service, and its adaptation to changing volunteer and community service needs in the state, so as to ensure the ongoing application of a strategic approach to effective, coordinated delivery of National and Community Service.

10. Report annually to the Governor regarding its activities and those of the relevant programs.

11. The State Commission may not directly operate or run any national service program receiving financial assistance in any form, from the Corporation.

ARTICLE VI
EXECUTIVE COMMITTEE

Purpose: Provide for the administration, continuity and good order of the State Commission as a whole and perform executive management tasks as may be determined by the State Commission membership.

Membership: State Commission Chair, State Commission Vice-Chair, Head of the State Education Agency, Representative of a National Service Program, Business Representative and the State Commission Director.

Responsibilities:

a. Recommend policy positions for the State Commission's review and approval.

b. Establish task groups when needed--design purpose and role, obtain and appoint members, designate chair and establish operating parameters, and completion time subject to approval of the State Commission.

ARTICLE VII
STAFF

The State Commission is authorized to obtain the services of such professional, technical, and clerical personnel as may be necessary to enable it to carry out its mission and responsibilities. The State Commission has the authority to contract for such services subject to the availability of funds and State personnel and contracting requirements.

a. Propose an annual budget and work program (policy issues, special studies or plans) to the State Commission.
b. Establish the meeting agendas for the State Commission.
c. Track all outstanding actions of the State Commission and recommend actions that would assure successful completion of all tasks and objectives.
c. Draft the State Commission's Annual Report for review and approval by the State Commission.

ARTICLE VIII
MEETINGS OF THE COMMISSION

Regular Meetings of the State Commission shall be held a minimum of four times annually, generally once a quarter, at a place specified by the Chair, or the Vice-Chair in the absence of the Chair. Notice will be given not less than ten (10) working days nor more than thirty (30) days prior to the date of the meeting. Meetings of the State Commission, may, by decision of the Chair, be held via teleconference. The fiscal year of the State Commission shall be July 1 through June 30.

Special Meetings of the State Commission may be called by the Chair upon the request of three or more members of the State Commission. Written notice of the time, place, and purpose of a special meeting and all other announcements shall be mailed to the members in accordance with the Notice of Meetings as specified in the Bylaws.

Notice of meetings shall be made by the Director of the Commission, not less than ten (10) working days nor more than thirty (30) days prior to the meeting. Notification shall include, as a minimum, the date, time and place of the meeting, proposed agenda, and purpose of the meeting. Any formal notification of any meeting of the State Commission shall be proper if given to each member personally or by regular mail or electronic means.

Quorum: Fifty percent of members plus one shall constitute a quorum for meetings for the transaction of business of the State Commission. Attendance can be in person or by electronic means.

Agendas for every Regular and Special meeting of the State Commission, shall be approved at the beginning of each meeting.

Minutes shall be kept for all meetings of the State Commission. It shall be the responsibility of the State Commission Director to see that adequate minutes are prepared and distributed for each authorized meeting. Review and approval of prior meetings shall be an agenda item for the State Commission.

Parliamentary Authority: Robert's Rules of Order, Newly Revised, shall be the parliamentary authority for conducting State Commission meetings except when they are inconsistent with the Bylaws of the State Commission. The Vice-Chairperson will be the State Commission's parliamentarian or the State Commission Director in the absence of the Vice-Chairperson.

ARTICLE IX
AMENDMENTS

These Bylaws may be changed or amended and additional Bylaws adopted at any regular or special meeting of the State Commission's governing body provided that:

a. A Notice of Intention to change or amend or add additional Bylaws, with the exact text of such change, amendment or addition was given in the notice of the meeting, and

b. Such changes and amendments approved by the Executive Committee are also supported by the two-thirds of all other State Commission governing body members present at the regular or special meeting where approval of the Bylaws is introduced.

ARTICLE X
ADOPTION OF CHARTER AND BYLAWS

This charter and bylaws shall be effective upon their adoption by the State Commission's governing body by two-thirds of the members present.

ADOPTED October 31, 2013.