Bylaws for the
Central/Western New York
Industry Liaison Group

June 13, 2003
(Amended March 2006, April 2015)

Article I: Name
Section A – The name of this organization shall be the Central/Western New York Industry Liaison Group, hereinafter called the CWNYILG. The CWNYILG is a separate entity from the National Industry Liaison Group (NILG).

Article II: Purpose
The purpose of this organization is to serve as a consultative resource to central and western New York industry, for-profit organization, and not-for-profit organization members in areas related to equal employment opportunity, affirmative action, and diversity. The objectives of the organization are to: 1) provide a means for communication between organization members and compliance agencies, including, the Office of Federal Contract Compliance Programs (OFCCP), the Equal Employment Opportunity Commission (EEOC), the Office of Disability Employment Policy (ODEP), and state fair-employment practices agencies; and 2) offer professional and organizational development to representatives of member organizations.

Article III: Officers
Section A – Elected Officers. The elected officers of the CWNYILG shall be a Chairperson, a Vice Chairperson, a Program Officer, and a Membership Officer. The duties and responsibilities of these officers shall be those duties as prescribed by these bylaws.

Section B – Terms of Office. All officers shall be elected by majority vote of the CWNYILG membership in attendance, for a term of three years, or until their successor takes office. The Chairperson and Vice Chairperson may not be elected from the same company/organization, as defined in Article IV, Section B below. Officers who are in office on the date of ratification of these bylaws shall serve until three years from the date on which they were last elected prior to such ratification, or until the first subsequent meeting of the CWNYILG at which elections are held, whichever occurs first.

Section C – Duties. The duties of the Officers shall be as follows:
Chairperson: The Chairperson shall preside at all meetings of the CWNYILG. The Chairperson shall have general power to execute all written instruments on behalf of the CWNYILG, serve as the liaison to the National Industry Liaison Group, and forward information to CWNYILG members from the NILG. The Chairperson shall stay abreast of recent OFCCP and EEOC developments to determine objectives for the upcoming year’s meetings. The Chairperson shall assign a CWNYILG Meeting Coordinator to provide administrative support for the CWNYILG, as defined in Article V, Section D below. The powers and authority of the Chairperson apply only to the activities of the CWNYILG, and do not extend to the internal work of the national ILG.
Vice Chairperson: The Vice Chairperson shall, in the absence of the Chairperson, perform the duties and execute the powers of the Chairperson. When so acting, the Vice Chairperson shall be subject to all of the restrictions imposed upon the Chairperson as prescribed in these bylaws. The Vice Chairperson shall solicit candidates for nomination to CWNYILG officer positions, and periodically review and update the CWNYILG bylaws. The Vice Chairperson shall also track the terms of all of the officers and advise when new elections are necessary.

Program Officer: The Program Officer shall identify program topics and speakers of interest for CWNYILG meetings, including canvassing member organizations for preferred meeting topics, contacting EEOC and OFCCP for proposed changes to federal regulations, researching policies and best practices in EEO/AA compliance issues, and contacting key presenters, speakers, and subject matter experts. The Program Officer shall enhance CWNYILG programming efforts by creating an annual educational webinar series, identifying topics and speakers as appropriate, suggesting additional development opportunities for members, and providing resources of relevant materials. The Program Officer shall create guidelines to increase ILG awareness, promote EEO/AA issues, and be a resource within CWNYILG and member organizations’ communities.

Membership Officer: The Membership Officer shall perform duties to maintain and increase membership of the CWNYILG, by following up with representatives of current member organizations on an annual basis (in January) to see who will remain active, contacting member organizations that have not met membership requirements and removing them and other uninterested member organizations from the communication/mailing lists, and expanding membership by reaching out to potential new member organizations to see who meets eligibility requirements and inviting new member organizations to join the CWNYILG. The Membership Officer shall also serve as the liaison to affiliate organizations, such as the US Business Leadership Network, Society for Human Resource Management, and the New York Affirmative Action Officers, to keep these organizations informed of programs offered by the CWNYILG and to inform CWNYILG members of programs offered by these affiliates.

Section D – Compensation. The Officers shall receive no compensation for their services as Officers.

Article IV: Membership

Section A – Classifications. The CWNYILG shall have the following classifications for members:

1) Federal Contractors/Subcontractors: any organization currently recognized as a federal contractor or subcontractor of the United States government and, as required by Executive Order 11246, having an affirmative action program is a Member Organization.
   a. Each contractor/subcontractor member organization must be able to send a representative to attend two of the CWNYILG meetings a year (in person or by phone) to remain a member.
   b. Each contractor/subcontractor member organization must agree to host one meeting during the rotation of meetings, which, based on the current number of organizations, is expected to be approximately once every five years.
   c. Each contractor/subcontractor member organization has one vote.
2) Affirmative Action Consultants/Legal Advisors: any individual or organization that develops affirmative action plans or advises federal contractors/subcontractors is a Member Organization.
   a. Each consultant/legal advisor member organization must be able to send a representative to attend two of the CWNYILG meetings a year (in person or by phone) to remain a member.
   b. Each consultant/legal advisor member organization must agree to host one meeting during the rotation of meetings, which, based on the current number of organizations, is expected to be approximately once every five years.
   c. Each consultant/legal advisor member organization has one vote.

3) Agency Partners: government agencies such as EEOC, OFCCP, ODEP, and state fair-employment agencies
   a. Agency partner members have no obligation to attend or host a meeting.
   b. Agency partner members have no vote.

4) Affiliate: organizations that support the development of expertise in EEO/affirmative action such as Business Leadership Networks (BLNs), SHRM (Society for Human Resource Management)
   a. Affiliate members have no obligation to attend or host a meeting.
   b. Affiliate members have no vote.

In addition to members as defined above, the CWNYILG includes Individual Contributors.
Individual Contributors: individuals and organizations who are interested in increasing their awareness of equal employment, affirmative action and diversity obligations and programs. These individuals can attend designated educational programs and receive information on new developments in regulations, and related information, but will not attend membership meetings.

Section B – Representatives. Each Member Organization may have up to three individuals to serve as representatives from their organization, however, only one representative per organization may vote on issues and elections. Member Organizations are encouraged to review their representation from time to time to determine whether retaining or changing its representatives better serves the organization.

Article V: Meetings

Section A – Meetings. The meetings of the CWNYILG shall be three per year: March/April, June and November, at a time and place to be determined by the CWNYILG Meeting Coordinator and voluntary host. In case of inclement weather or other factors, any meeting may be held virtually or by telephone conference, as determined by the CWNYILG Chairperson and CWNYILG Meeting Coordinator and communicated in advance to members. Meetings will offer
phone-in capabilities, when possible. Phone-in attendance at a meeting shall count toward fulfilling a member’s annual meeting requirement.

Section B – Accessibility Accommodations. Reasonable accommodations must be provided at each meeting as requested. Accommodations shall be provided by host organization, however, if host organization cannot provide requested accommodations, the Chairperson and Meeting Coordinator must be notified 30 days prior to meeting date and accommodations shall be secured by the CWNYILG Chairperson. This responsibility will remain with the Chairperson and/or Chairperson’s organization until Chairperson is replaced and responsibility shall transfer to new Chairperson.

Section C – Voting. Each Member Organization shall designate one member as a voting representative with the right to cast a vote on its behalf. Agency partners and Affiliate members are ineligible to vote. Each Member Organization is eligible to cast one vote on each issue coming before the CWNYILG and may vote by written, signed notice or email notification, and/or written, signed proxy, issued to and executed by another member. Officers are nominated and elected to office by a majority vote of the CWNYILG membership in attendance.

Section D – CWNYILG Meeting Coordinator. The CWNYILG Meeting Coordinator shall work with Member Organizations to establish a date and location for each of the CWNYILG meetings, record and maintain a record of the minutes of all meetings, send notification of meetings to all prospective meeting attendees, assist with planning the logistics of all CWNYILG meetings and programs, and provide a list of meeting attendees to the OFCCP. The CWNYILG Meeting Coordinator shall maintain a current record of the name, company email address, physical address, and telephone number of each member organization and its representatives.

**Article VI: Amendments**

Section A – These by-laws may be adopted and amended by the affirmative vote of the majority of the membership at any CWNYILG meeting, provided that the proposed amendment has been circulated to the members at least 30 days prior to the meeting at which the amendment is to be voted upon. As adopted by the membership, these by-laws shall be the authority or law of the CWNYILG.