



**PHILADELPHIA LIBERTY INDUSTRY LIAISON GROUP
(LIBERTY ILG)**

ORGANIZATIONAL BY-LAWS

MISSION STATEMENT

To promote equal employment opportunity and diversity within America's workforce through partnership and collaboration between industry and the government.

Philadelphia Liberty Industry Liaison Group

I. ORGANIZATION

The name of the organization shall be called the Philadelphia Liberty Industry Liaison Group, herein referred to as the Liberty ILG. The geographic scope of the Liberty ILG will include companies and organizations with locations in Southern New Jersey, Southeast and Northeast Pennsylvania, Delaware and Northern Maryland.

II. MISSION

In consort with the Mission Statement, the Liberty ILG is committed to creating a network of learning and discussion amongst companies and organizations that have state and federal affirmative action obligations, and, in addition, are committed to fostering equal employment opportunity and diversity in their respective workplaces. In order to further our member organizations' affirmative action and diversity goals, and in order to support our strategic business objectives, we liaise with the U.S. Department of Labor's Office of Federal Contract Compliance Programs (OFCCP), the U.S. Equal Employment Opportunity Commission (EEOC) and other fair employment practice agencies.

We exchange and disseminate information relative to affirmative action and diversity concepts, policies and practices to promote equal employment opportunity and diversity in the workplace. The Liberty ILG also partners with the Mid-Atlantic Regional Office of the OFCCP to educate federal contractors about affirmative action and diversity programs through free and fee-based programs and seminars and to provide a forum for discussion and awareness of OFCCP compliance initiatives, and diversity issues within the Liberty ILG's community.

III. MEMBERSHIP

Membership is open to all organizations that are committed to equal employment opportunity and diversity in America's workplace.

IV. MEETINGS

Meetings will be held once each quarter or more frequently if necessary, as agreed to by the general membership. Meetings will be held at member facilities on a rotating basis. Representatives from the OFCCP, EEOC and other fair employment practice agencies may be invited to attend a portion of each meeting.

On occasion, the Liberty ILG may sponsor a large meeting/conference. In these instances, members will be encouraged to bring an additional guest(s).

Other meetings may be held in order to conduct the operations of Liberty ILG. The Executive Committee (elected officers) may meet to discuss ideas before presentation and planning with the Liberty ILG Advisory Board. Liberty ILG Committees may meet separately as needed for planning purposes.

V. FEES

Annual dues to maintain membership may be assessed at the end of each calendar year. Reasonable fees, incidental expenses or expenses for guest speakers will be paid by the Liberty ILG unless a member organization agrees to subsidize all or part of such fees or expenses.

VI. OFFICERS

Officers of the Liberty ILG shall consist of a Chairperson, a Vice Chairperson, a Secretary, and a Treasurer.

Section 1. Chairperson

The Chairperson is responsible for:

- a. Overseeing planning and conducting the affairs of the organization in a business-like and orderly manner. These duties will be carried out in conjunction with the recommendations of the Liberty ILG Advisory Board;
- b. Chairing, scheduling, establishing the agenda for upcoming meetings, publicizing and coordinating all meetings, and maintaining adherence to Liberty ILG by-laws. These duties will be carried out in conjunction with the recommendations of the Liberty ILG Advisory Board and other committees;
- c. Appointing members to standing or ad hoc committees as required, to carry out the functions of the organization; and,
- d. Maintaining an open, positive and communication-filled liaison relationship between the OFCCP, the EEOC, other fair employment practice agencies and the Liberty ILG.

Section 2. Vice Chairperson

The Vice-Chairperson of the Liberty ILG is responsible for:

- a. Performing the duties of the Chairperson in his or her absence;
- b. Monitoring the performance of all Liberty ILG committees, as their duties have been assigned by the Chairperson;

- c. Development of new member information;
- d. Facilitate Advisory Council meetings

Section 3. Secretary

The Secretary of the Liberty ILG is responsible for:

- a. Maintaining and distributing semi-annually a Liberty ILG membership directory, attendance records from each Liberty ILG full-body meeting, and other documents, as requested by the Liberty ILG Chairperson;
- b. Recording and distributing meeting minutes and other information materials to Liberty ILG membership

Section 4. Treasurer

The Treasurer of the Liberty ILG is responsible for:

- a. Collecting annual membership dues, if any; and,
- b. Preparation of financial reports and records, as appropriate.

Duties ascribed to officers may be performed by other members or designees.

VII. ADVISORY COUNCIL

The purpose of the Advisory Council is to work with the Liberty ILG Chairperson and Vice-Chairperson to provide counsel and direction on the activities and initiatives of the Liberty ILG. The Liberty ILG Advisory Council is composed of volunteer representatives of at least 3 and no more 6 members, in good standing. Membership on the Advisory Council is based on active participation and leadership in driving committee activities. The Advisory Council will also suggest to the Chairperson and Vice-Chairperson upcoming events and initiatives, to ensure the forward, continual progress of the Liberty ILG.

At each Liberty ILG meeting, the Advisory Council will solicit ideas for new initiatives from members in attendance. The Advisory Council will meet at least once per month during the administrative year, to carry out these duties.

VIII. ADMINISTRATIVE YEAR

The administrative year for the Liberty ILG is January 1 to December 31.

IX. VOTING RIGHTS

Each member organization or individual shall be entitled to one (1) vote. Approval or disapproval of any matter put to a vote must be passed by a majority vote of those member organizations and individuals present at a regularly scheduled meeting.

X. BY-LAW AMENDMENTS

These by-laws are subject to interpretation at any time. Any ILG member company or organization in good standing may request clarification of any section of the by-laws at any time. The Chairperson will interpret the by-law language when a clarification is requested, with the assistance of the Liberty ILG Advisory Council.

Requests for revision(s) and amendment(s) to the by-laws may be made by Liberty ILG officers, member companies and organizations in good standing. The proposed revision(s) or amendment(s) will be reviewed by a By-Laws Review committee appointed by the Chairperson (including volunteers, as the Chairperson sees fit), and communicated to all members in good standing. At least one member of the Liberty ILG Advisory Council will sit on the By-Laws Review committee.

The proposed revision(s) or amendment(s), if accepted by the By-Laws committee, will be voted upon at the next meeting. A two-thirds (2/3) vote by the each member company or organization in good standing is required for ratification of a revision or amendment.

XI. COMMITTEES

Section 1. Standing Committees

The Standing Committees perform a continuing function and remain in existence for the life of the association. Committee chairs are nominated by the Chairperson with confirmation by the Advisory Council. The Committee Chair selects members as needed. Both the Committee Chair and committee members serve a term corresponding to that of the officers or until their successors have been chosen. The Chairperson shall be ex-officio (by virtue of his/her office) member of all committees except the Nominating Committee.

- a. Program Committee** recommends programs and events of general and special interest, obtains speakers, and establishes other programming to include workshops, seminars and other activities for approval by the Advisory Council, and provides notice of approved programs.

- b. Legislative, Regulations & Procedures Committee** researches, reviews and advises the general body and Executive Committee of enacted, pending or draft legislation and other legal matters impacting the organization's mission.

- c. **Bylaws Committee** establishes and reviews Bylaws for possible revision and amendment and accepts and reviews suggestions for amendments to the Bylaws and presents them to the Advisory Board with comments.
- d. **Public Relations & Information Committee** develops communication and media tools (newsletters, websites, brochures, etc) to provide awareness of organizational news, activities, and events, as well as member accomplishments and achievements.
- e. **Membership Committee** formulates and conducts all necessary and authorized efforts to recruit and enroll proper members; keeps attendance records at all monthly organizational meetings, and at election time, certifies that a member is in good standing and eligible to vote.

Section 2. Ad Hoc Committees

Ad Hoc (Special) Committees are created by the Chairperson with confirmation by the Advisory Board for special purposes and automatically ceases to exist at the completion of the special task and upon presentation of its final report to the organization. The Ad Hoc Committee shall not be appointed to perform a task that falls within the assigned function of an existing standing committee.

- a. **Nominations Committee** shall be elected by the Advisory Board to accept and make nominations for any elected office. The Committee should be established early enough to comply with Bylaws stipulations. The Nominations Committee verifies each nomination adheres to Bylaws, contacts each nominee to obtain their acceptance of the nomination, and submits its report to the organizational body. The Nomination Committee is automatically discharged when its report is formally presented to the assembly. However, if one of the nominees withdraws before the election, the Nomination Committee is revived to agree upon another nomination if there is time.
- b. **Elections Committee** shall be elected by the Advisory Board to ensure elections are carried out within Bylaws regulations or Roberts Rules of Order.