

Tennessee Valley Industry Liaison Group (TVILG) Bylaws



(Adopted: January 23, 2003)
(Amended January 12, 2018)

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I. Article I: Name

A. Section A

The name of this organization shall be “The Tennessee Valley Industry Liaison Group,” hereinafter called the TVILG (formerly known as The Huntsville Industry Liaison Group or HILG). The TVILG is a separate entity from the National, Regional, and other local ILG's.

B. Section B

Should the TVILG become inactive or cease to exist, the assets of the TVILG shall be distributed to Huntsville area non-profit charitable organization(s) as selected by the membership upon dissolution.

II. Article II: Purposes

The purposes for which this organization has been organized are:

- To enhance the coordination of the Tennessee Valley area business professionals involved in, or interested in, working together towards equality in the workplace.
- To provide a forum for strengthening relationships between the Tennessee Valley business community and the Office of Federal Contract Compliance Programs (OFCCP).
- To provide a forum for the exchange of ideas, experiences, and best practices in developing and implementing affirmative action and equal opportunity employment programs and initiatives.
- To serve as a consultative and training resource for members.

III. Article III: Officers and Elections

A. Section A

The elected Officers of the Tennessee Valley ILG are as follows:

- Chair
- Vice Chair
- Membership/Social Media Chair
- Website Chair
- Secretary/Treasurer

B. Section B

The duties and responsibilities of these Officers shall be those usually associated with such offices, including the duties as prescribed by these bylaws.

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1. **Chair (Previous Vice Chair and/or Voted Position)**

- Preside at all meetings of the TVILG
- Serve as Communications/Public Relations point of contact and sends out meeting notices to members
- Have authority to execute all contracts and written instruments on behalf of the TVILG
- Represent the TVILG and serve as liaison with OFCCP, National ILG, regional ILG's, and other local ILG's, and other organizations
- Appoint all new committees and committee chairs
- Have authority to sign checks
- Appoint, with the Board's consent, all Chairs of standing committees; specifically, the Program Committee

2. **Vice Chair (Voted Position)**

- In the absence of the Chair, perform the duties and execute the powers of the Chair
- Assist the Program Committee in planning program content for ILG meetings

3. **Membership/Social Media Chair (Voted Position)**

- Maintain all membership records including executed Non-Disclosure Agreements (NDA's) on Google Drive account
- Maintain the roster/contact of all current members on roster and Google Drive account
- Point of contact for new members and membership drives
- Provide membership information to all members at meetings
- Use Social Media, inclusive of LinkedIn account, to advertise TVILG and recruit new members

4. **Website Chair (Voted Position)**

- Manage TVILG website by keeping information up to date and working with board to update process improvements to streamline group processes
- Maintain TVILG websites and postings

5. **Secretary/Treasurer (Voted Position)**

- Maintain responsibility of all TVILG funds
- Provide receipts/invoices to all members accordingly
- Have authority to sign TVILG checks/make payments
- Have authority to execute contracts and agreements to support TVILG conferences and meetings
- Schedule Board meetings as needed/disclosed by board members
- Record minutes of board meetings and regular meetings
- Provides outstanding action items to all Board Members in advance of board meetings
- Maintain attendance rosters for TVILG meetings and conferences

6. **Standing Committee(s): Program Committee Chair**

The Program Committee

- Assist the Chair/Vice-Chair in planning and developing quarterly programs
- Assist the Chair/Vice-Chair in planning programs/agenda items (including recommendations for speakers) for TVILG meetings
- Assist in the development of training materials and/or activities designed to enhance the professional growth, skills, knowledge, and proficiency of the TVILG members
- Assist in arrangements for all meetings, conferences, and seminars sponsored by the TVILG

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- In the absence of the Chair/Vice-Chair, perform the duties and execute the powers of the Chair/Vice-Chair

C. Section C

Officers shall be elected by majority vote of the TVILG members for a term of two years. If no members are interested in serving on the board, at election time, the Chair can appoint someone to serve on the board, or disperse current duties among remaining board members.

D. Section D

The officers shall receive no compensation for their services as officers. They may receive reimbursement for expenditures incurred on behalf of the TVILG consistent with the financial management procedures specified in Article V.

E. Section E

Any officer may be removed from office by majority vote of the TVILG membership.

F. Section F

Nominations for open positions will occur during the Q4 time-period (on the second year that the current board has served). Announcements of the new board will be made in the new year at the Q1 meeting.

****All nominees must be members in good standing and accept the nomination. If no members elect to run for a board position, the Chair shall appoint an interim board member until the next voting cycle.**

IV. Article IV: Membership, Dues, and Meetings

A. Section A

Professional Members: Representatives from companies recognized as a federal contractor or subcontractor or other companies required to have, or have developed an affirmative action program are eligible for consideration for membership. Individuals or companies requesting memberships shall complete the TVILG Non-Disclosure Agreements (NDA's) and submit to the Membership Chairperson.

Affiliate Members: Affiliate memberships may be granted to professionals who have a bona fide interest in affirmative action and who are primarily engaged in delivering products or services to one or more organizations other than their employer, such as affirmative action consultants or attorneys. Affiliate members shall be entitled to all benefits, rights, and privileges of Chapter membership including the right to vote in matters of Chapter business or Bylaw changes and hold elective office. Individuals or companies requesting membership shall complete the TVILG Non-Disclosure Agreement (NDA) and submit to the Membership Chairperson. This request will be reviewed at the next meeting of the TVILG and membership determination made by majority vote without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, genetic information, citizenship, ancestry, marital status, protected veteran status, disability status or any other status protected by federal, state, or local law. A membership vote to revoke affiliate membership can be instituted if affiliate members fail to participate in 25% of the meetings per year.

B. Section B

Annual dues will be established by the Board prior to January and remain in effect for twelve (12) months. All dues and fees will be payable within 30 days when billed by the Treasurer. All members **must** be in good standing (with dues paid) prior to first quarter meeting.

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C. Section C

The TVILG will meet quarterly. Other meetings may be called as determined by the officers with notification made to all TVILG members. The place of the meeting will be announced via email advisory or other means as appropriate.

V. Article V: Financial Management

A. Section A

The fiscal year for the TVILG shall be from January 1 to December 31 of each calendar year.

B. Section B

The Treasurer shall deposit all TVILG funds in the approved banking or financial institution as soon as possible after receipt and shall be continuously deposited until properly transferred or disposed of. All such financial accounts shall bear the name "The Tennessee Valley Industry Liaison Group." A Treasurer's Report showing all income and expenditures shall be provided at each meeting.

C. Section C

Financial transactions drawn against any TVILG account shall be authorized by the board members and shall bear the signatures of the Treasurer and the Chair if such amount is \$100 or more, or the signature of the Treasurer alone if such amount is less than \$100.

D. Section D

The Chair shall have the power to authorize expenditures of funds only by approval of the board members. In the absence of all board members a quorum is sufficient.

VI. Article VI: Parliamentary Authority

A. Section A

These bylaws, as adopted by the board membership, shall be the authority and the established procedures of operation for the TVILG.

B. Section B

A majority of the number of voting members present shall constitute a quorum at any TVILG meeting.

C. Section C

These bylaws may be amended by the board members and provided to all members for adoption.

VII. Article VII: Code of Ethics

All members pledge to maintain the confidentiality of privileged information received at meetings and will not for personal or professional gain share this information. Further, each member pledges to support and encourage equality in the workplace.