

**HUDSON VALLEY CHAPTER
OF THE
LABOR AND EMPLOYMENT RELATIONS ASSOCIATION**

BY-LAWS ^{6/1/96}
(as amended 6/1/87, ^λ5/18/99, 5/11/2005)

I. NAME

This non-profit association shall be known as the Hudson Valley Chapter of the Labor and Employment Relations Association.

II. PURPOSES

The purposes of the Hudson Valley Chapter are to promote the purposes of its parent, national organization, the Labor and Employment Relations Association, namely:

A. The encouragement of research in all aspects of the field of labor, employment and the workplace, including employer and employee organization, employment and labor relations, human resources, labor markets, income security and related fields, including their international and comparative dimensions in all pertinent disciplines-industrial relations, history, economics, political science, psychology, sociology, law, management, labor studies and others:

B. The promotion of full discussion and the exchange of ideas between and among all constituencies - academic, labor, management, neutral and public - on the planning, development, conduct and results of research in these fields and the usefulness and application of the research to practice and policy;

C. The dissemination to researchers, practitioners and the public, through various meetings, materials and publications, of research results, discussions and exchanges, and ideas of interest to the membership;

D. The improvement of the materials and methods of instruction in these fields;

E. The Chapter will assume no partisan position on questions of policy in these fields, nor will it commit its members to any position on such questions;

F. The Chapter affirms its support for fundamental worker and human rights in the workplace and for the rights of employees, employers and their organizations to full freedom to organize and administer their activities and to formulate and pursue their lawful purposes.

III. MEMBERSHIP

A. Any person interested in its purposes may become a member of the Chapter upon payment of local dues.

B. There shall be regular members, student members, institutional members and other categories of membership as may be established from time to time by majority vote of the members present and voting at a regular meeting on written notice. There shall be annual dues to be established from time to time by majority vote of the Chapter officers. Every member shall be entitled to receive any publications issued by the Chapter during his/her membership.

C. Business, professional, labor or other organizations wishing to support the activities of the Chapter may become institutional members, paying such dues as shall be established from time to time by majority vote of the Chapter officers. Institutional members may designate two individuals to receive all Chapter publications.

IV. CHAPTER OFFICERS AND CONTINUING SUPPORT PERSONS

A. The Chapter shall have the following officers: President, President-Elect, Vice President, Secretary, Treasurer; and three (3) trustees, whose terms shall be for one (1) year, or until their successors are elected and installed. The President, President-Elect and Vice President shall be representative of labor, management and neutral sectors, rotating on an annual basis. The Trustees also shall be elected representing labor, management and neutral sectors. All elected offices will be held from June 1 to May 31. Continuing support persons include the Membership Secretary and the Chapter Contact, who serve subject to the approval of the Chapter Officers. An administrative secretary also provides support to the Chapter.

B. All Chapter Officers must be members of National IRRA, and the Chapter will reimburse officers who are not members, and who request such reimbursement, for the cost of National dues.

C. Specific duties of officers follow, and, generally, all officers may be assigned such other duties as may be appropriate to the office.

1. President: The President shall preside at all meetings of the Chapter and shall be an ex-officio member of all committees. In concert with the other officers, the President shall see that the annual program calendar is established by July 15, will monitor the execution of all program events, will establish a Nominating Committee by March 1, and see that election ballots are mailed to members on a timely basis for the May meeting.

2. President-Elect: The President-Elect shall fill in for the President in the event of his/her absence and shall succeed the President the following year. The President-Elect is encouraged to attend the IRRA Annual Meeting, and upon submission of a budget for this, a majority of the officers can approve an amount for this purpose not to exceed,

nominally, about \$500. The President-Elect also arranges for a plaque or other appropriate commemorative gift for the outgoing President.

3. Vice President: The Vice President shall assume the duties of the President and President-Elect in the event of their absence. The Vice President represents his/her sector of the membership in the development of the annual chapter program and in determining the composition of the Nominating Committee.

4. Secretary: The Secretary shall monitor maintenance of the Chapter records, prepare newspaper releases and the Chapter Newsletter and forward copy for same to the Chapter administrative secretary. The Newsletter is to be published and distributed to the membership not later than 30 calendar days before each Chapter meeting.

5. Treasurer: The Treasurer shall have custody of the funds of the Chapter. The Treasurer shall make a complete financial report to the membership at the first fall general meeting. The Treasurer may not serve as President and Treasurer concurrently.

6. Trustees: The Trustees annually shall review the financial records and shall share information from their sectors with the officers and membership, especially with respect to developing the annual Chapter program and in determining the composition of the nominating committee.

D. Continuing Support Persons

1. Membership Secretary: A Membership Secretary shall continue to serve the Chapter, subject annually to approval by a majority of the officers named above, or replacement by action of a majority of the officers. The Membership Secretary shall direct membership activities in the areas of recruitment and retention, as well as maintain the membership records and prepare annual dues statements. The Membership Secretary also prepares mailing labels for the administrative secretary, the National IRRA Office and others approved by the Chapter officers, and prepares the annual Chapter Directory each January. In addition, he/she prepares updated copy for the Chapter Brochure currently to NYSUT in Albany for printing. The Membership Secretary is an *ex officio* member of the Board.

2. Chapter Contact: A Chapter Contact shall continue to serve the Chapter, subject annually to approval by a majority of the officers named in (1) to (6) above, or replacement by action of a majority of those officers. The Contact Person is the principal liaison between the Chapter and the National IRRA Office and receives all official mailings from the National Office to the Chapter, as well as the current President. The Chapter Contact must see that appropriate actions are taken by the Chapter as requested by the National Office or external organizations, either through appropriate Chapter Officers, the Membership Secretary, or, if necessary, directly. As long as the Chapter is headquartered at Marist College, it is preferable that, if an interested person is available, that the Chapter Contact have some affiliation with the College. The Chapter Contact

provides an institutional memory for the Chapter and is an *ex officio* member of the Board.

3. **Administrative Secretary:** An Administrative Secretary performs work at the direction of the President and other Officers, the Membership Secretary and the Chapter Contact at the headquarters location. The work shall include maintenance and filing of Chapter records; final preparation and distribution of dinner announcements and the Newsletter; and provision for continuity of Chapter administration and records. A stipend may be paid for the secretary's work, if the secretary is not otherwise compensated, and the secretary will serve subject to approval of a majority vote of the Officers.

E. Election of Chapter Officers

Chapter officers shall be elected at the last spring meeting of the Chapter each year. Members interested in running for office may submit their name to the nominating committee 60 days prior to the spring meeting at which elections take place, and these names, along with any proposed by the committee itself, shall be presented to the general membership at least 30 days prior to the spring meeting.

F. Legal Authority

The President and the Treasurer shall be the signatories on all contracts to be entered into on behalf of the Chapter. Their authority to sign shall be based upon a majority resolution passed by a quorum of the Chapter officers. A quorum shall consist of five (5) officers.

V. COMMITTEES

A. The Nominating Committee shall be composed of three members, one representing each sector, proposed by the President and approved by the Chapter officers. Their terms shall be for one (1) year, and at least one member shall be an active current or past officer.

B. The Program Committee shall be composed of all of the officers, the Membership Secretary, Chapter Contact and others as may be designated by the President.

C. The President may appoint special *ad hoc* committees, whenever the need arises, subject to the approval of a majority of the other Chapter officers.

VI. MEETINGS

A. The Chapter shall meet at the call of the President, but at least four (4) times per year.

B. For the transaction of business at any meeting of the Chapter, a quorum shall consist of twenty (20) members or twenty (20) percent of the membership, whichever is less.

VII. AMENDMENTS TO BY-LAWS

A. The By-Laws shall be reviewed by the officers minimally in years ending in 3, 6 and 9. Upon recommendation of a majority of the officers, amendments deemed appropriate shall be proposed to the general membership.

B. Amendments of the By-Laws may be made by mail or at any regular meeting at which at least a quorum is present, by a majority vote of the members present, provided notice of the proposed amendment has been given to the members at least fifteen (15) working days in advance. If done by mail, a vote by a majority of the membership voting, but not less than a quorum as defined in (B) above, is required for passage.