

# GREAT LAKES EMPLOYMENT AND TRAINING ASSOCIATION

(GLETA)

## BYLAWS

### ARTICLE I – Names and Purpose

- Section 1 This Association shall be known as the Great Lakes Employment and Training Association herein referred to as the Association.
- Section 2 The purpose of this Association shall be as follows:  
GLETA is the voice and pulse of the local workforce development system. GLETA sets the stage for the future by responding to the current environment and promoting a responsive system. It influences legislation, appropriations, and policies; supports strong state associations; and sponsors professional development activities.
- Section 3 Pursuant to its stated purpose, GLETA shall strategically plan, develop action plans, and pursue strategic alliances.

### ARTICLE II – Membership

- Section 1 The membership of the Association shall consist of two designees, each with voting privileges, representing local Workforce **Development** Areas from the following States: Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota, Missouri, Nebraska, Ohio, and Wisconsin. Their respective state associations shall **assign/elect** designees.
- Section 2 Participation in the Association is voluntary and actions of the membership are not binding on the individuals thereof.

### ARTICLE III – Executive Board

- Section 1 The membership of the Executive Board of the Association shall include the President, Vice President, Secretary, Treasurer, and the immediate Past President.

Section 2 Members may appoint alternates to attend meetings and they shall have the same privileges as members.

#### ARTICLE IV – Officers

Section 1 On an annual basis, the Association shall elect the following officers from among its members: President; Vice President; Secretary, and Treasurer. Furthermore, **the President and Vice President must be a member representing a local Workforce Development Area (WDA).**

Section 2 Elections are held informally. Attempts will be made to rotate the officers among the 10 states. A simple majority of the Association members present at the election shall determine the officers. Should this method of choosing officers not be feasible, the following steps shall be taken:

Prior to each election, the President shall appoint a three-member nominating committee, which shall accept and/or solicit nominations of candidates for officers as heretofore designated. The committee shall report such nominations at a general meeting of the Association. Additional nominations may be made from the floor. Elections of officers shall be by secret ballot by members of the Association unless candidates are unopposed, with the nominee receiving a majority of votes cast for each officer being elected to that office. Unopposed candidates may be elected by general voice vote. In the event that one candidate does not receive a majority of the votes cast, a run-off election will be held to elect one of the two candidates receiving the most votes in the primary election.

Section 3 The term for officers shall be for one year and until annual elections can be scheduled. Elections will typically be held at an annual meeting.

Section 4 The Executive Board shall fill vacancies for any cause at its next regular meeting. The President or Vice President acting as President shall accept and/or solicit nominations which are compatible with the stipulations for officers as heretofore designated. Officers elected to such vacancies shall serve a term which is to end when the original incumbent would have completed his/her one-year term.

Section 5 The term of any officer who for any reason no longer is eligible as a member as previously defined shall end at the next regular meeting of the Association unless otherwise designated by the Executive Board.

#### ARTICLE V – Duties of Officers and Executive Board

Section 1 The President shall preside at all meetings of the Executive Board and at the business meetings of the Association and shall propose committees and representatives for approval of the Executive Board.

Section 2 The Vice President shall perform the duties of the President in his/her absence.

Section 3 The Secretary shall see to the distribution of appropriate materials and the keeping of minutes; welcome new members to the Association; maintain a current roster of the members and their contact information; and maintain files listing designated committees, designated representatives, duly adopted goals, procedures and bylaws, and other records of the Association.

Section 4 The Treasurer is responsible for the financial management of the Association by keeping financial records, preparation of accurate and meaningful financial statements, budgeting, safeguarding and managing the organization's financial assets, and complying with federal and state reporting requirements.

Section 5 The Executive Board shall have general control and supervision over the affairs of the Association and shall, except where otherwise provided in these Bylaws, be empowered to decide upon all questions which may arise during the interval between the meetings of the general membership of the Association. The Executive Board shall be responsible for the development of operating procedures for this Association, subject to approval of its members, and for recommending revisions in such procedures from time to time.

#### ARTICLE VI – Meetings

Section 1 The President shall produce an annual meeting schedule each year. Any three members of the Executive Board may also call a meeting of the Association or Executive Board after giving 14-days notice to each member of the Association.

A majority of the Association members present shall constitute a quorum thereof. All resolutions shall be decided by a majority vote of those present. In case of a tie, the President shall decide the issue.

Section 2 The Executive Board shall, as necessary and appropriate, meet as determined by its members.

Section 3 Members of the Association will be encouraged to facilitate the attendance of other appropriate individuals at its meetings in order to provide additional expertise to the deliberations regarding issues or policies. The Secretary shall also maintain a contact list of persons to be regularly invited to its meetings, again for the purpose of enhancing the Association deliberations.

Section 4 Procedures at meetings shall be in accordance with Robert's Rules of Order, Newly Revised, when not inconsistent with the bylaws of the Association.

#### ARTICLE VII – Committees and Representatives

Section 1 The President, the Executive Board, or the membership may propose such committees as may be deemed expedient to address Association matters.

Section 2 The President in consultation with the Executive Board shall assign the organization and responsibilities of committees. The President shall monitor their progress and have final responsibility for keeping any necessary records.

Section 3 Committees may operate by simple majority vote and may consider submitting minority reports. They shall meet as often as deemed necessary for proper transaction of business.

Section 4 The Executive Board shall designate Association representation on boards, panels, and advisory bodies. The President shall receive and/or solicit nominations for such representations, which are then to be brought before the Executive Board for a vote. The President or his/her designee may provide representation that is then to be brought before the Executive Board for a vote. The President or his/her designee may provide representation until the Executive Board meets and acts.

Section 5 Committee membership and Association representation shall not be limited to the membership of the Executive Board.

### ARTICLE VIII – Amendments

- Section 1 The President shall receive any proposed amendments to these bylaws and present them to the Executive Board at least 14 days prior to the scheduled vote. Proposed amendments will be distributed to the Association membership at least 10 days prior to the scheduled vote.
- Section 2 The Executive Board shall approve any proposed amendments to these bylaws before they are presented to Association members.
- Section 3 Amendments to these bylaws shall be made by the approval of the majority of eligible and participating Association members (may vote by proxy, email).

### ARTICLE IX – Dissolution

- Section 1 The Association will be dissolved upon a two-thirds vote of the current Association membership.
- Section 2 Any dissolution costs such as legal or auditing fees shall be paid from the Association treasury.
- Section 3 No officer or member of the Association shall financially profit from the dissolution of the Association.
- Section 4 Any money remaining in the treasury after dissolution shall be divided equally among the 10 state associations. If a state does not have a state association, the representatives from that state shall choose a not-for-profit organization to receive the money. The members may not be employees or board members of the not-for-profit organization chosen.

### ARTICLE X – Implementations

These bylaws take effect upon the approval of the Executive Board and the majority of the eligible and participating Association membership.