

BYLAWS OF
Finger Lakes Advanced Manufacturers' Enterprise

ARTICLE I — NAME AND PURPOSE

Section 1 — Name: The name of the organization shall be **Finger Lakes Advanced Manufacturers' Enterprise**, hereinafter referred to as **FAME**. It shall be a nonprofit organization in compliance with the laws of the State of New York.

Section 2 — Purpose: FAME is organized exclusively for mentoring, educational and networking purposes primarily for manufacturers in the nine (9) county region of Western NY, including Genesee, Livingston, Monroe, Ontario, Orleans, Seneca, Wayne, Wyoming, and Yates counties.

The purpose of this organization is to:

- **Improve collaboration with workforce educators and help advanced manufacturing companies recruit, hire and train skilled workers;**
- **Build a pipeline of skilled qualified advanced manufacturing candidates, by engaging youth in pursuing manufacturing careers;**
- **Raise awareness about the importance of and opportunities in advanced manufacturing.**

ARTICLE II — MEMBERSHIP

Section 1 — Eligibility for membership: Application for membership shall be open to any stakeholder supportive of FAME's mission, as stated in Article I, Section 2. Membership is granted after completion and receipt of a membership application and annual dues payment.

Section 2 — Annual dues: Dues will be based on the calendar year, and the amount required shall be per the schedule below. Continued membership is contingent upon being up-to-date on membership dues.

Founder Membership: \$975/per year
Vendor Membership: \$475/per year
Platinum Membership: \$375/per year
Gold Membership: \$275/per year
Silver Membership: \$175/per year
Associate Membership: \$95/per year
Bronze Membership: \$75/per year
Student Membership: No charge

Section 3 — Rights of members: Members may be eligible to appoint a voting representative to cast the members' vote in organization business, dependent on membership level.

Section 4 — Resignation and termination: Any member may resign by filing a written resignation with the Facilitator. Resignation shall not relieve a member of unpaid dues, or other charges previously

accrued. A member can have their membership terminated by a majority vote of the Executive Committee.

Section 5 — Non-voting membership: The board shall have the authority to establish and define non-voting categories of membership.

ARTICLE III — EXECUTIVE COMMITTEE

Section 1 — Role and compensation: The FAME Executive Committee is responsible for overall policy and direction of the organization, and delegates the responsibility of day-to-day operations to the organization staff and sub-committees. The members receive no compensation.

Section 2 — Composition: The Executive Committee shall consist of at least a minimum of ten (10) members, seven representing advanced manufacturing members, one representing educational members, one FLWIB (Finger Lakes Workforce Investment Board) representative, and one representative from an economic development agency in the region. FAME sub-committee chairs are expected to serve on the Executive Committee.

Section 3 — Meetings and notice: The Executive Committee shall meet at least quarterly, at an agreed upon time and place; meetings may be virtual. An official meeting requires that each member have written notice at least two weeks in advance.

Section 4 — Special meetings: Special meetings of the Executive Committee shall be called upon the request of the Chair, or one-third of the Executive Committee members. Notices of special meetings shall be sent out by the Facilitator to each Executive Committee member at least one week in advance.

Section 5 — Quorum: A quorum of the Executive Committee will be reached when at least sixty (60%) percent of the filled seats on the Executive Committee are present. A quorum must be met for business transactions to take place and motions to pass.

Section 6 — Officers and Duties: The officers and duties of the Executive Committee are as follows:

The *Chair* shall convene regularly scheduled meetings, shall preside at each meeting, and work towards the organization's progress in achieving and exceeding key metrics as identified in the Strategic Plan. Once per year feedback will be solicited by the Executive Committee from the FAME membership on the Chair's performance, and submitted back to the chair via peer review.

The *Facilitator* shall be responsible for keeping records of Executive Committee actions, including overseeing the taking of minutes at all meetings, sending out meeting announcements, and distributing copies of minutes and the agenda to each Executive Committee member. Once per year feedback on the Facilitator's performance will be solicited by the Chair from the FAME membership, and submitted back to the Facilitator.

The Executive Committee may select or employ full or part time *operating employees* as may be deemed necessary and appropriate. Such employees as so selected and employed shall have such duties, powers and responsibilities as designated in writing. The terms of employment, compensation and job duties, and responsibilities of the operating employees shall be fixed and determined by the Chair and the FLWIB representative. Once per year feedback on the operating

employees' performance will be solicited by the Chair from the FAME membership, and submitted back to the employees via the FLWIB representative.

Section 7 – Term of Office: Each Executive Committee member shall be appointed for a term of two (2) years. There shall be no limit on the number of terms an individual can serve in one office.

Section 8 – Resignation, termination, and absences: Resignation from the Executive Committee must be in writing and received by the Chair. Executive Committee members can be terminated due to excess absences, defined as more than three unexcused absences from Executive Committee meetings in a year. An Executive Committee member may be removed for any other reason by a three-fourths vote of the remaining Executive Committee members.

Section 9 – Vacancies: When a vacancy on the Executive Committee exists, the Facilitator shall receive nominations for new members from current FAME members in advance of a scheduled Executive Committee meeting. These nominations shall be sent out to Executive Committee members with the regular Executive Committee meeting announcement, when possible, to be voted upon at the next Executive Committee meeting. These vacancies will be filled as expeditiously as possible.

ARTICLE IV — SUB-COMMITTEES

Section 1 – Sub-committee formation: The Executive Committee may create sub-committees as needed. The Executive Committee Chair appoints all sub-committee chairs.

Section 2 – Sub-committee chairs: Each sub-committee chair shall be appointed for a term of two (2) years. There shall be no limit on the number of terms an individual can serve. Once per year feedback will be solicited by the Chair from the FAME membership on the sub-committee chair's performance, and submitted back to the sub-committee chair via peer review.

Section 3 – Sub-committee activities: FAME has identified four primary areas of activity, and created the following sub-committees:

- **Hiring and Training Sub-committee:** To improve collaboration with workforce educators and help advanced manufacturing companies recruit, hire, and train skilled workers;
- **Pipeline Sub-committee:** To build a pipeline of skilled qualified advanced manufacturing candidates by engaging K-12 youth in pursuing manufacturing careers;
- **Image Sub-committee:** To raise awareness about the importance of and opportunities in advanced manufacturing;
- **Membership Sub-committee:** To build FAME's membership across its many stakeholder groups.

ARTICLE V — MEETINGS OF MEMBERS

Section 1 – Regular meetings: Regular meetings of sub-committee members shall be held at least quarterly, at a time and place designated by the respective sub-committee chairs. Meetings may be virtual, organized through an online host.

Section 2 — Annual meetings: An annual meeting of the entire membership shall take place each Fall, the specific date, time and location of which will be designated by the Chair. At the annual meeting, the members present shall receive reports on the activities of the organization and its sub-committees, and a briefing on the planned direction of the organization for the coming year.

Section 3 — Special meetings: Special meetings of the FAME membership may be called upon the request of the Chair, or one-third of the Executive Committee members.

Section 4 — Notice of meetings: Electronic notice of each meeting shall be sent to the member's designated point of contact, not less than two weeks prior to the meeting. Meetings will also be posted to the FAME website calendar as far in advance as practical.

Section 5 — Quorum: The members present at any properly announced sub-committee meeting shall constitute a quorum. For a full membership meeting, twenty-five (25%) percent of voting members must be present to constitute a quorum.

Section 6 — Voting: All issues to be voted on shall be decided by a simple majority of those present at the meeting in which the vote takes place.

ARTICLE VI — AMENDMENTS

Section 1 — Amendments: These bylaws may be amended when necessary by two-thirds majority of the Executive Committee. Proposed amendments must be submitted to the Facilitator to be sent out with regular Executive Committee announcements.

CERTIFICATION

These bylaws were approved by a two thirds majority vote of the FAME Executive Committee on **February 3, 2010.**

Facilitator: Michele Stolberg

Signature: *MLStolberg*

Date: February 3, 2010