

AMERICA'S JOB LINK ALLIANCE BYLAWS



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ARTICLE ONE

These bylaws constitute the code of rules adopted by America's Job Link Alliance (AJLA) for the regulation and management of its affairs.

ARTICLE TWO

America's Job Link Alliance (AJLA) is an association of state workforce agencies dedicated to providing powerful, affordable workforce development systems at the national, state, and local levels. AJLA promotes excellence and innovation in workforce development strategies and business practices. Member organizations work together to maximize their return on investment in information systems by controlling risks, lowering costs, and minimizing deployment time.

The AJLA Steering Committee provides technical and programmatic guidance and makes recommendations for new systems or products to America's Job Link Alliance–Technical Support (AJLA–TS). The AJLA Executive Committee (Excom) provides strategic direction and establishes policy. The Kansas Department of Commerce, of which America's Job Link Alliance–Technical Support (AJLA–TS) is a division, provides administrative oversight and ensures that activities are consistent with the laws and policies of the state of Kansas. Annual subscriptions to AJLA systems generate the funding for AJLA–TS. The National Association of State Workforce Agencies (NASWA) provides fiscal oversight and serves as the fiscal administrator for subscriptions. For more information about AJLA, visit www.ajla.net.

VISION

A network of all states sharing resources to create innovative workforce development solutions.

MISSION

An alliance of workforce organizations working together to produce cutting-edge information technology and provide superior customer service to:

- Drive the economy by connecting employers and job seekers, and
- Maximize the return on investments for our customers.

GUIDING PRINCIPLES

- Collaborate, when mutually beneficial, to design, develop, operate, maintain, and enhance information technology systems to maximize return on investments and minimize deployment time.
- Share lessons learned and best practices gained.
- Share marketing materials produced to educate employers, job seekers, staff, and legislators about the availability and capability of their information technology systems.
- Share training materials produced to educate staff and customers on how to gain maximum benefit from their information technology systems.

ARTICLE THREE

STEERING COMMITTEE

Section 1 – Powers and Duties

The AJLA Steering Committee provides technical and programmatic guidance and assists America's Job Link Alliance–Technical Support (AJLA–TS) with planning, developing, and introducing products and systems.

Function of the Steering Committee:

1. Steer continuous improvement of AJLA–TS supported systems through the submission and prioritization of enhancements.
2. Provide a forum for exchanging best practices related to AJLA–TS supported products;
3. Provide recommendations to AJLA–TS on the development and modification of the Annual Work Plan and Annual Budget and associated subscription costs. Provide guidance on short- and long-range planning;
4. Receive reports from standing sub-committees and ad hoc committees/groups; and
5. Maintain continuous dialog on workforce development issues with liaisons from NASWA, USDOL/ETA, and USDOL/VETS.

Section 2 – Number, Classes, Election, and Terms

Representatives from member organizations subscribing to at least one AJLA product comprise the AJLA Steering Committee. Preferably, an organization's Steering Committee members include individuals from the organization's program operations and information technology divisions.

The subscribing organization's chief administrator (or his/her designee) nominates Steering Committee members. Individuals may be nominated as full or associate members. Full members have Steering Committee voting privileges. Associate members do not have voting privileges but are encouraged to participate in all Steering Committee meetings to stay informed on AJLA matters. Subscribing organizations may request an exception to the voting privileges rule. Requests for an exception should be directed to the Chair and approved or denied by the Steering Committee.

Steering Committee members may serve more than one term. To obtain a nomination form, contact AJLA–TS or download the form from the AJLA website at www.ajla.net/about.

Any Steering Committee member may resign at any time by delivering written notice to the Chair or Vice Chair. The Chair or Vice Chair must then inform the AJLA–TS Customer Relations Manager so accurate membership records may be kept. Unless the written notice specifies a later effective date, the resignation shall be effective when it is delivered.

The term of any Steering Committee member shall end automatically at the time he or she ceases to be employed by an Alliance member. In this event, the organization's chief administrator (or his/her designee) may appoint a replacement.

Section 3 – AJLA Coordinators

Each subscribing organization designates an AJLA Coordinator at the time of subscription. The AJLA Coordinator serves as the point of contact between AJLA–TS and the member organization. When an AJLA Coordinator role is vacated, it is the responsibility of the Steering Committee member from that subscribing organization to notify the AJLA–TS Customer Service Manager and aid in filling this position.

Section 4 – Liaisons

Liaisons keep the Steering Committee up-to-date on workforce issues that impact program

operations, data collection, and performance reporting. Steering Committee Liaisons include representatives from the National Association of State Workforce Agencies (NASWA), United States Department of Labor Employment and Training Administration (USDOL/ETA), and USDOL Veterans Employment and Training Services (USDOL/VETS).

ARTICLE FOUR

COMMITTEES

Section 1 – Executive Committee

The AJLA Chair, Vice Chair, Secretary, and standing Sub-Committee Chairs shall constitute the Executive Committee (Excom). The Steering Committee shall elect the Excom. All AJLA powers shall be exercised by, or under the authority of, and the business of AJLA shall be managed under the direction of the Excom. In addition to the powers conferred upon the Excom by statute or otherwise, they shall have all powers necessary to carry out the mission of AJLA. The Excom shall determine the scope and direction of AJLA's efforts annually and shall establish and charge user groups to assist in carrying out these programs as necessary. The Excom shall designate such staff as necessary and establish their responsibilities. The Steering Committee must validate the actions of the Excom at its next regular meeting. The AJLA Chair shall act as the leader of the Excom. A majority of the Excom shall constitute a quorum for the transaction of business and all decisions shall be by majority vote of those present.

Section 2 – Standing Committees

AJLA shall have three standing committees, which shall assist the Excom in carrying out the vision and mission of AJLA: AJL Sub-Committee, Reporting Sub-Committee, and the WOTC Sub-Committee. The Steering Committee shall elect the Sub-Committee Chairs. The Sub-Committee chair of each standing committee shall ensure that minutes of the meetings are taken and presented to the Secretary within two weeks of each meeting. It is at the discretion of the AJLA Chair if additional standing committees are added.

Section 3 – Additional Committees

The Excom Chair may establish ad hoc sub-committees, or work groups, as he/she deems necessary to carry out Steering Committee responsibilities. Each additional sub-committee or work group must have a Sub-Committee chair. Such committees shall have and exercise such prescribed authority as is designated by the AJLA Chair. The AJLA Chair may authorize these committees to exercise any powers, responsibilities and duties consistent with the AJLA Bylaws. The AJLA Chair may appoint Steering Committee members for these ad hoc sub-committees or work groups.

ARTICLE FIVE

MEETINGS

Section 1 – Place of Meetings

Regular Steering Committee meetings will be held at a place voted on by the Steering Committee. The site of each meeting shall be selected not less than 60 days in advance. There shall be two in-person Steering Committee meetings in the spring and winter of each year, as well as an Annual Conference in the summer of each year. The Excom and AJLA-TS shall submit the proposed dates, locations, and agendas for each meeting.

Section 2 – Regular and Special Meetings

The Excom may call special meetings in extraordinary circumstances.

Section 3 – Meetings by Telephone Conference

AJLA members may participate in a regular or special meeting of AJLA by conference call or similar communications equipment by means of which all persons participating in the meeting may simultaneously hear each other. A member participating in a meeting by such means is deemed to be present in person at the meeting.

Section 3 – Notice of Meetings

Written notice of each meeting of AJLA shall state the date, time, and place of the meeting and the purpose for which the meeting is being called. Notice shall be given to each AJLA member not less than thirty (30) days before any regular meeting, and not less than (3) days before the date of any special AJLA meeting.

Section 4 – Quorum

One-half of AJLA state members entitled to vote and represented in person shall constitute a quorum at a meeting of members for the transaction of any business vote. Once a Steering Committee member is present at a meeting, such member is deemed present for quorum purposes for the remainder of the meeting until adjournment of that meeting.

Section 5 – Voting at Steering Committee Meetings

Each AJLA state shall be entitled to one vote. When a state has multiple organizations as AJLA members, that state must vote as one organization. A majority vote of the members participating in the meeting shall be required for the transaction of all business affecting AJLA. Proxies will not be accepted.

ARTICLE SIX

OFFICERS

Section 1 – Roster of Officers

AJLA shall have a Chair, Vice Chair, Secretary, and standing Sub-Committee Chairs as deemed necessary by the Excom.

Section 2 – Election of Officers

At the Annual Conference meeting of each even-numbered calendar year, AJLA members shall elect an Excom made up of an AJLA Chair, Vice-Chair, Secretary, and Sub-Committee chairs for standing committees. All officers shall serve for two years or until their successors are elected, and no individual shall be eligible to serve more than two full terms in succession in any one office. Terms shall run from August 1 through July 31 of the following year. A majority of all votes cast shall be necessary for election of officers. In case no candidate receives a majority, the one receiving the smallest number of votes shall be dropped, and another ballot shall be taken. Election shall be by written ballot for any office for which more than one candidate is nominated. The AJLA Chair or presiding officer shall appoint tellers to distribute, collect, and count the ballots.

Section 3 – Resignations, Removal, and Vacancies

Any Excom officer may resign at any time by delivering written notice to the AJLA Chair or Vice Chair. The Chair or Vice Chair must then inform the AJLA–TS Customer Relations Manager. Unless the written notice specifies a later effective date, the resignation shall be effective when it is delivered. The term of an Excom member shall end automatically at the time he or she ceases to be employed by a member agency. Any officer may be removed by the vote of a majority of AJLA Steering Committee members for failure to perform the duties of his/her office.

In the case of a vacancy in the office of the AJLA Chair, the Vice Chair shall automatically succeed to the Chair for the remainder of the term and shall serve for a full term as Chair thereafter. A vacancy in the office of the Vice-Chair, Secretary, or Sub-Committee chairs shall be filled by election at the next meeting of the Steering Committee.

The officers shall have such duties as generally pertain to their respective offices as well as such powers and duties as, from time-to-time, may be delegated to them by the AJLA Chair or a majority vote of the Steering Committee. The Chair, or, in his/her absence, the Vice-Chair, the Secretary, the Sub-committee chairs, or another Steering Committee member designated by the Chair for such purpose shall preside at AJLA meetings.

Section 4 – Chair

The Chair shall:

1. Conduct and preside at all AJLA Steering Committee meetings, Annual Conference, and Annual Business meeting;
2. Recommend to the Steering Committee changes to the annual work plan and the user groups necessary to carry out these programs;
3. Appoint all committee members; and
4. Fulfill a leadership role in AJLA/Excom business.
5. Carry out all duties generally pertaining to the office of the Chair.

Section 5 – Vice Chair

The Vice Chair shall:

1. Preside at AJLA Steering Committee meetings, Annual Conference, and Annual Business meeting in the Chair's absence;
2. Assist the Chair as appropriate;
3. Serve as Secretary in the Secretary's absence; and
4. Fulfill a leadership role in Steering Committee business.

Section 6 – Secretary

The Secretary shall:

1. Ensure minutes from Steering Committee meetings, including the Annual Conference and Annual Business Meeting are recorded;
2. Provide draft and final meeting minutes to the AJLA–TS Customer Service Manager to be posted on www.ajla.net;
3. Present previous meeting's minutes at the next meeting upon the Chair's request; and
4. Serve as Vice Chair in the Vice Chair's absence.

Section 7 – Sub-Committee Chairs – AJL, Reporting, WOTC and any others deemed necessary by Excom

The Sub-Committee Chairs shall:

1. Preside at the meetings of their designated Sub-Committee;
2. Report to the Steering Committee Chair in Steering Committee meetings, and keep him or her apprised of Sub-Committee business;
3. Develop position papers, recommendations, or other work products as assigned by the Excom consistent with the program and priorities of AJLA; and
4. Carry out all duties generally pertaining to their designated Sub-Committee.

ARTICLE SEVEN

RULES OF PROCEDURE

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern AJLA in all cases in which they are applicable and in which they are not inconsistent with these bylaws, and any special rules of order AJLA may adopt.

ARTICLE EIGHT

OPERATIONS

Section 1 – Records

AJLA will keep correct and complete records of minutes of the proceedings of the Steering Committee and all Committee meetings. AJLA–TS will keep all AJLA documents including bylaws and amendments to date. AJLA –TS will post the meeting minutes from Steering Committee meetings, the Annual Conference, and the Annual Business Meeting on the www.ajla.net website.

MEETING AGENDAS AND MINUTES

At minimum, AJLA Steering Committee Meeting agendas must include the following:

1. Call to Order
2. Announcements
3. Approve Minutes from Previous Steering Committee or Annual Meeting
4. Liaison Updates
5. Sub-Committee Reports
6. AJLA–TS Update
7. Old Business
8. New Business
9. Next Meeting
10. Adjourn

At minimum, AJLA Annual Business Meeting agendas must include the following:

1. Call to Order

2. Announcements
3. Approve Minutes from Previous Steering Committee or Annual Meeting
4. AJLA–TS Work Plan Report for Previous Year and Next Year and Annual Budget for Next Year
5. Sub-Committee Reports
6. Steering Committee Membership for New Year
7. Election of Steering Committee Officers and Sub-Committee Chairs
8. Old Business
9. New Business
10. Next Meeting
11. Adjourn

Section 2 – Amendments

These bylaws may be amended at an AJLA meeting or by mail ballot authorized by the Excom. A majority vote of the members eligible to vote shall be required for an amendment. The Steering Committee shall submit to all members a copy of any proposed amendment at least 30 days prior to such a meeting or mail ballot. Such proposed amendments to be voted on at an AJLA meeting may be further amended from the floor.

Section 3 – Annual Work Plan and Budget

There shall be an annual budget submitted by AJLA–TS and approved by a majority of the Steering Committee at the Annual Business Meeting. The fiscal year shall begin October 1 of each year.

There shall be an annual work plan submitted by AJLA–TS and approved by a majority of the Steering Committee at the Annual Business Meeting.

There shall be a review of the previous annual year’s work plan submitted by AJLA–TS and approved by a majority of the Steering Committee at the Annual Business Meeting.

ARTICLE NINE

PRODUCT SUPPORT

Section 1 – America’s Job Link Alliance–Technical Support (AJLA–TS)

AJLA–TS is a division of the Kansas Department of Commerce. AJLA–TS and develop and maintain all AJLA products and provide customer and product support to all subscribers. AJLA–TS staff will serve as the professional staff for AJLA and manage the daily activities of AJLA.

AJLA–TS, in coordination with the National Association of State Workforce Agencies (NASWA), will make available AJLA products on an annual subscription basis to NASWA

member states, their affiliated sub-state grantees, and other parties.

Under the guidance of the Excom and with assistance from the AJLA Steering Committee, AJLA–TS will coordinate with NASWA, the US Department of Labor, AJLA member states, and workforce agencies subscribing to AJLA products in continued development activities to support the national workforce investment system.

In addition to applications developers and database developers, AJLA–TS maintains a unit of business analysts who analyze issues, develop requirements, and conduct unit and regression testing. AJLA–TS also maintains a Customer Relations unit to ensure customer needs are met.

ARTICLE TEN

COMMUNICATION

Section 1 – Social Media

Social Media is a term that describes internet-based technology communication tools with a focus on immediacy, interactivity, user participation, and information sharing. AJLA maintains a presence on Facebook and Twitter to provide information and engage with members, customers, and partners.

Accurate Information

AJLA–TS staff and AJLA members must not knowingly communicate inaccurate or false information. All reasonable efforts should be made to provide only verifiable facts—not unverifiable opinions.

Ethical Conduct

AJLA–TS staff and AJLA members will act and conduct themselves according to the highest possible ethical standards. A summary of the key points of ethical Social Media conduct are reproduced below:

1. Customer protection and respect are paramount.
2. We will use every effort to keep our interactions factual and accurate.
3. We will strive for transparency and openness in our interactions and will never seek to “spin” information for our benefit.
4. We will provide links to credible sources of information to support our interactions, when possible.
5. We will publicly correct any information we have communicated that is later found to be in error.
6. We are honest about our relationship, opinions, and identity.
7. We respect the rules of the venue.
8. We protect privacy and permissions.
9. In cases where we moderate interactions, customer opinion is respected and

accepted regardless of whether it is positive or negative, provided customer opinion is not offensive, denigrating, or completely out of context.

Confidentiality vs. Undue Caution

1. Confidentiality: AJLA–TS staff and AJLA members must protect all AJLA–TS and customer information that is considered to be non-public in nature.
2. Undue Caution: When using Social Media, exercising undue caution about the release of public information is discouraged. To be as transparent as possible, as much information as can be communicated—without disclosing information of a specifically non-public nature—should be disclosed.

Implementation and Administrative Responsibility

AJLA–TS will implement this policy and provide technical leadership in security, network performance issues, and application usage. The AJLA–TS Communications Manager serves as administrator of the AJLA Facebook and Twitter accounts, with backup from the AJLA–TS Customer Support Supervisor or other designated individual.

**Amendment to the Bylaws
of America's Job Link Alliance
May 9, 2003**

By vote of the Board of Directors of America's Job Link Alliance, the Alliance bylaws were amended on May 8, 2002 by adding a new article to the bylaws. The rationale for the new article follows.

Several market forces have converged which make it necessary for the Kansas Department of Human Resources to take some action to ensure our staff is fully capable of continuing the high quality of development and maintenance work states have come to depend on us for under the America's Workforce Technology Solutions (AWTS) and the America's Job Link Alliance.

Those market forces are:

- Increased demand for America's Job Link Alliance products;
- the continuation of Kansas as the lead development state for America's Job Link Alliance systems;
- Increasing competition for systems development funds from the U.S. Department of Labor, and;
- A dwindling customer base for America's Workforce Technology Solutions (AWTS).

The actions we must take are to assume the economically viable AWTS product line and eliminate the AWTS brand. We believe the impact on Kansas and the Alliance will be tremendously positive. First, this will allow us to expand the list of Alliance products with some successful and proven systems. Second, it will allow us to broaden the Alliance membership. Current AWTS members will be assured of capable systems support of the products on which they depend and Kansas will be able to realign staff as appropriate to ensure the highest level of system development possible.

Therefore, we recommend and seek your concurrence in the following actions:

1. Transfer ownership of all AWTS products to the America's Job Link Alliance.
2. Revise the AWTS/NASWA contract to be a contract between AJLA/NASWA.
3. Send letters of invitation to all AWTS member states to become active participants in the America's Job Link Alliance and explain the transition process.
4. Authorize AJLA professional staff to begin discussions with current AWTS states to provide systems support through the Alliance they had previously purchased through AWTS.
5. Begin the phase-out of AWTS effective October 1, 2002 with final phase-out to occur on or before September 30, 2003.
6. Amend the Bylaws of the America's Job Link Alliance as approved on November 15, 2002 by inserting a new article titled Article Nine, Product Support, as follows.