



# GREATER BROCKPORT DEVELOPMENT CORPORATION

## BY-LAWS

Adopted June 4, 2007

### ARTICLE I

#### **Name and Nonprofit Policy**

Section 1. Name. This corporation is and shall be known as the Greater Brockport Development Corporation, hereinafter referred to as the "Corporation."

Section 2. Nonprofit Policy. The Corporation shall not be operated for profit, and its entire properties, assets, and facilities shall be devoted to the purposes for which it is organized as set forth in its constitution, as the same may from time to time be amended.

### ARTICLE II

#### **Purposes**

Section 1. Purposes. The purposes of the Corporation as set forth in its certificate of incorporation are:

- A. To relieve and reduce adult unemployment, better and maintain adult job opportunities, and instruct or train individuals to improve or develop their capabilities for such jobs.
- B. To carry on research for the purpose of aiding the Village of Brockport by attracting new industry or by encouraging the development of or retention of industry to the community.
- C. To lessen the burdens of government and acting in the public interest.
- D. To engage in and support other appropriate charitable, educational, religious, and scientific activities.

### ARTICLE III

#### **Board of Directors**

Section 1. Election and Powers. The Board of Directors shall have custody, control and direction of the Corporation and its property and other assets. Directors shall be elected at each Annual Meeting of the Board, and each Director shall serve until his or her successor is elected and qualified, unless his or her Directorship be theretofore vacated by resignation, death, removal, or otherwise.

Section 2. Number. The number of Directors constituting the entire Board of Directors shall be not less than five (5) nor more than twenty-five (25), and shall be fixed by resolution of the Board of Directors. The Board of Directors, by a two-thirds (2/3) vote of all members of the Board, may resolve to increase or decrease the number of Directors, provided that no decrease shall shorten the term of any incumbent Director.

Section 3. Classes. Each Director shall serve a term of three (3) years, except as provided hereafter in this Article. For the purpose of staggering their terms of office, the Directors shall be divided into three (3) classes, as nearly equal in numbers as may be, and the term of office of one class shall expire each year in regular rotation. In case the number of Directors in any class becomes unequal to the other classes, the Board of Directors may elect one or more Directors to terms of one or two years, as may be deemed most practical.

Section 4. Vacancies. In case of any vacancy in the Board of Directors, a majority of the remaining Directors may elect a successor to fill the unexpired term, and to serve until his or her successor shall have been duly elected and qualified. In the event of increase in the number of Directors, additional Directors may be elected to terms of one, two, or three years as may be necessary to maintain equality in numbers among the classes of Directors. Additional Directors so elected shall serve until their successors shall have been duly elected and qualified.

Section 5. Absences. If any Director shall fail to attend three (3) consecutive meetings of the Board of Directors without excuse accepted as satisfactory by the Board, such Director shall be deemed to have resigned and the vacancy shall be filled.

Section 6. Removal. At any meeting of the Board of Directors duly called, any Director may, by vote of two-thirds (2/3) of the entire Board, be removed from office for cause and another may be elected by the Board to fill the unexpired term of the Director so removed.

Section 7. Meetings. The Annual Meeting of the Board of Directors shall be held in May of each year on such date and at such time and place as may be fixed by the Board of Directors and named in the notice. Regular Meetings of the Board of Directors shall be held at such times as the board may, from time to time, determine. Special Meetings of the Board of Directors shall be held at any time, on call by the President of the Board, or by the Secretary on the request in writing of any three (3) members of the Board.

Section 8. Agenda for Regular Meetings. The agenda or order of business for each Regular meeting shall include the following:

- (a) Call to order
- (b) Roll Call
- (c) Approval of Minutes
- (d) Financial report
- (e) Reports of Regular Committees
- (f) Reports of any other Committees
- (g) Report of the President
- (h) Old business

- (i) New business
- (j) Adjournment

Section 9. Notice of Meetings. Notice of the time and place of every meeting of the Board shall be mailed not less than ten (10) nor more than twenty (20) days before the meeting, to each Director at his or her address as set forth in the records of the Corporation.

Section 10. Waiver of Notice. Notice of a meeting need not be given to any Director who submits a signed written waiver thereof, whether before or after the meeting, nor to any Director who attends the meeting without protesting, prior thereto or at its commencement, the lack of notice to him.

Section 11. Quorum. A majority of the entire Board of Director, less any vacancies, shall constitute a quorum at any meeting of the Board, and except as otherwise provided by law or herein, a majority in number of such quorum shall decide any question that may come before the meeting. A majority of the Directors present at any regular or special meeting, although less than a quorum, may adjourn the same from time to time, without notice other than announcement at the meeting, until a quorum shall be present. At such adjourned meeting at which a quorum shall be present, any business may be transacted which might have been transacted at the meeting as originally called.

Section 12. Action Without a Meeting. Any action required or permitted to be taken by the Board of Directors or any committee thereof at a duly held meeting may be taken without a meeting if all members of the Board of Directors or the committee consent in writing to the adoption of a resolution authorizing the action. Such resolution and the written consents thereto by the members of the Board of Directors or committee shall be filed with the minutes of the proceedings of the Board of Directors or the committee.

Section 13. Personal Attendance by Conference Communication Equipment. Any one or more members of the Board of Directors or any committee thereof may participate in a meeting of such Board or committee, with the consent of all the members of such Board or committee present in person at such meeting, by means of a conference telephone or similar communications equipment allowing all persons participating in the meeting to hear each other at the same time. Participation by such means shall constitute presence in person at the meeting.

Section 14. Executive Committee. The Board of Directors shall, by an affirmative vote of a majority of the entire Board, appoint an Executive Committee, to consist of five Directors, including the President, Vice-President, Secretary, Treasurer, and another member of the Board as the Board shall determine upon recommendation by the President. The President shall be the Chair of the Executive Committee. The Executive Committee shall have and may exercise between the meetings of the Board of Directors all the authority of the Board of Directors, except that the Executive Committee shall have no authority as to those matters proscribed under any provision of applicable law. The Executive Committee shall report all its actions to the next meeting of the Board. Any reference in these Bylaws to the Board of Directors shall include the Executive Committee unless the context or express provision otherwise provides.

Section 15. Standing Committees. As soon as practicable each year following the Annual Meeting of the Board of Directors and upon the recommendation of the President, the Board shall appoint Standing Committees, including a Finance Committee and a Nominating Committee each of which shall consist of at least three Directors. In making these appointments, the Board shall designate the Chairman of each committee other than the Finance Committee, which shall be chaired by the Board Treasurer.

- (a) Finance Committee. There shall be a Finance Committee which shall recommend policy and be responsible for the supervision and direction of the care and custody of all assets of the Corporation
- (b) Nominating Committee. There shall be a Nominating Committee which shall recommend (i) persons for election to the Board of Directors, and (ii) a slate of officers for election to one year terms at the Annual Meeting of the Board of Directors. Nominations shall be mailed to each member of the Board of Directors at least fifteen (15) days prior to the Annual Meeting of the Board. The Nominating Committee shall also recommend to the Board persons to fill vacancies as soon as practicable after they may occur. The Nominating Committee may also propose to the Board persons for election as Honorary Directors. The President shall not serve on the Nominating Committee.

Section 16. Other Committees. The President, with the approval of the Board of Directors, may designate additional committees, each of which shall consist of at least three Directors and may include other persons who need not be Directors. Each such committee shall have such authority and shall serve for such time as provided in the resolution designating the committee, except that such authority shall not exceed the authority conferred on the Executive Committee by Section 14 or on any Standing Committee by Section 15 of this Article.

## **ARTICLE IV**

### **Officers**

Section 1. Election of Officers. The Board of Directors shall elect a President, a Vice-President, a Secretary, and a Treasurer of the Corporation. Each such officer shall be elected from among the Directors at the Annual Meeting of the Board for a term of one year. Any vacancy in the above offices shall be filled by the Board of Directors as soon as practicable.

Section 2. Removal. At any meeting of the Board of Directors duly called, any Officer of the Corporation may, by a vote of two-thirds (2/3) of the entire Board, be removed from office and another may be elected by the board in the place of the Officer so removed, to serve until the next Annual Meeting of the Board.

Section 3. President. The President shall be the presiding officer of the Board of Directors with the power and duty to exercise general supervision over the affairs and operations of the Corporation. He or she shall act as Chairman of and preside at all meetings of the Board and of the Executive Committee. He or she shall serve on all Standing and other committees, except the Nominating Committee, in addition to the appointed members. The President shall have such other powers and duties as may be designated by the Board.

Section 4. Vice-President. At the request of the President or in his or her absence or during his or her disability, the Vice-President shall perform the duties and exercise the functions of the President. The Vice-President shall have such other powers and duties as may be designated by the Board of Directors or the President.

Section 5. Secretary. The Secretary shall be responsible for the keeping of Minutes of all meetings of the Board of Directors. He or she shall see that all notices are duly given in accordance with the provisions of these bylaws or as required by law. The Secretary shall be responsible for the custody of the records and of the seal or seals of the Corporation. The Secretary shall have such other powers and duties as may be designated by the Board or the President.

Section 6. Treasurer. The Treasurer shall have supervision over the financial records of the Corporation. The Treasurer shall provide the Board of Directors at each of its regular meetings with a statement of the financial condition of the Corporation. He or she shall serve as Chairman of the Finance Committee and shall have such other powers and duties as may be designated by the Board.

## **ARTICLE V**

### **Membership**

Section 1. Purpose and Authorization. In order to provide a means of attracting interest in and support for the activities of the Corporation, the Board of Directors may establish from time to time one or more classes of membership as it deems fit, on such terms and conditions as the Board by resolution shall determine.

## **ARTICLE VI**

### **Amendments and Other Provisions**

Section 1. Amendments. These Bylaws may be adopted, amended or repealed in whole or in part by the affirmative vote of a majority in number of the entire Board of Directors, provided that at least ten days before the meeting at which any amendment shall be voted upon, written notice of the proposed amendment shall be mailed to each member of the Board, together with a concise statement of the changes proposed to be made.

Section 2. Conduct of Meetings. Except as otherwise provided in these bylaws, by applicable law or by resolution of the Board of Directors, all meetings of the Board or of any committee designated by the Board shall be conducted in conformity with Robert's Rules of Order, Revised, as amended from time to time.

Section 3. Financial Reporting. For financial reporting purposes the Corporation shall report from May 1 to April 30 of each year.

Section 4. Indemnification. The Corporation shall indemnify (a) any person made or threatened to be made a party to any action or proceeding by reason of the fact that such a person, or such person's testator or intestate, is or was a Director or Officer of the Corporation and (b) any Director or Officer of the Corporation who served any other corporation of any type or kind, or any partnership, joint venture, trust, employee benefit plan, or other enterprise, association, or entity in any capacity at the request of the Corporation, in the manner and to the maximum extent permitted by the Not-for-Profit Corporation Law of New York, as amended from time to time; and the Corporation may, in the discretion of the Board of Directors, purchase and maintain insurance pursuant to such indemnification and indemnify all other corporate personnel to the extent permitted by law.

Section 5. Interested Directors and Officers. Each Director and Officer of the Corporation shall disclose in writing to the Board of Directors any conflict of interest which he believes may arise in connection with his service as a Director or an Officer of the Corporation. No contract or other transaction between the Corporation and any other corporation, firm, association, or other entity in which one or more of its Directors or Officers are directors or officers, or have a substantial financial interest, shall be either void or voidable for this reason alone or by reason alone that such Director or Directors or Officer or Officers are present at the meeting of the Board or of a committee thereof, which authorizes such contract or transaction, or that their votes are counted for such purposes if the material facts as to such common directorship, officership, financial or other interest are disclosed in good faith or known to the Board or committee, and if the Board or committee authorizes such contract or transaction by a vote sufficient for such purpose without counting the vote or votes of such interested Director or Officer.