



**Bylaws of the Statewide SEFA Council**  
**State Employees Federated Appeal**  
*Approved by the Council March 17, 2008*

---

These by-laws have been developed and adopted in accordance with Section 335.4(a)(2) of the SEFA Rules and Regulations.

**Article I – Name and Location**

**§ 1 – Name**

Statewide SEFA Council. Wherever the term "Council" is used herein, it shall mean the Statewide SEFA Council.

**§ 2 – Location**

The principal office of the Council shall be located in the County of Albany, New York, at the offices of the organization selected by the Council to staff its work. The current address is: c/o United Way of New York State, 155 Washington Avenue, 2nd Floor, Albany, New York 12210-2323. Telephone: (518) 514-2381.

**Article II – Purpose and Duties**

**§ 1 –** The purposes of the Council are set forth in the SEFA Rules and Regulations (New York Official Compilation of Codes, Rules and Regulations (NYCRR), Volume 9, Part 335.

**A. – Eligibility Screening**

Conduct eligibility screenings and make decisions regarding the eligibility of all organizations that have applied for participation in SEFA pursuant to Section 335.4(a)(3).

**B. - Annual Recertification**

Beginning in 2008, the Council will require all unaffiliated participants, federations of charitable organizations, or constituent organization to certify and provide information required under section 335.6(b) of the Regulations and to assure their compliance with state and federal laws and regulations.

**C. - Removal**

If upon the application of a local SEFA committee or upon its own motion as a result of the recertification process, the Council determines that a SEFA participant has not maintained the eligibility qualifications in the rules, adherence to the laws of the State of New York or the United States, or has not received contributions in any campaign area in the three previous

general solicitation campaigns, such participant shall be removed from the annual solicitation campaign by majority vote of the Council. (Section 335.9)

**D. — Provide Centralized Services**

Oversee and provide centralized services to the annual solicitation campaigns, the Local SEFA committees, and the federated community campaigns pursuant to Section 335.4.

**E. — Uniform Naming and Numbering System**

Beginning in 2008, develop and maintain a uniform naming and numbering system to identify participants that shall be used by all local SEFA committees. pursuant to Section 335.4.

**F. — Budget**

Annually adopt a budget. (Section 335.4b)

**G. — Retain Organization to Support Annual Solicitation Campaign**

May retain an organization to support the annual solicitation campaign, the Statewide SEFA Council, and the Statewide SEFA Cabinet pursuant to Section 335.4(b).

**Article III — Membership**

§ 1 — **Membership** on the SEFA Council shall consist of two representatives from each SEFA region who shall be selected by a majority vote of the chairpersons, or their designees, of the Local SEFA Committees within each region. Council members shall be employee participants, as defined in Section 335.2(j). Selection shall be made at a meeting or conference call consisting of the SEFA committee leadership or their designees in each region annually, and recorded with the Statewide SEFA Council by December first of each year, pursuant to Section 335.4.

The Council may request the participation by and/or input of local SEFA Committee members, local SEFA staff, staff of independent charities or federations, the SEFA Director, the organization selected to staff its work, or state agency staff during its meetings or calls. These participants are guests of the Council, without voting privileges.

§ 2 — **Terms of Office.**

Members of the Council shall be chosen annually by a majority vote of all of the SEFA committee leaders or their designees, in each region.

§ 3 — **Absences of Members**

A Council member who misses 2 meetings (including conference calls) without cause or notification shall have his/her membership subject to review by the Council Chair.

If the member can no longer participate on the Council, or if there is no response

after written communication, the position will be deemed vacated and will be filled by a majority vote of the SEFA committee leadership in the region as soon as possible.

**§4 – Resignation**

A member of the Council may resign by giving written notice to the Council or to an officer of the Council and to their representative organization. Resignation is effective upon receipt or as indicated by the written resignation.

**§5 – Removal for Cause**

A member of the Council may be removed for cause only by a majority of the voting members of the Council.

**§6 – Vacancy**

A Council member selected to fill a vacancy caused by a resignation, death or removal shall serve for the remainder of the term commencing at the first meeting after appointment. The Council officers and the other member from the region shall make every effort to bring the new member up-to-date on issues and concerns.

**§7 – Required Member Training**

Each new member of the SEFA Council must participate in required training (Section 335.4(a)(2) including but not limited to the following topics:

- Application, Recertification and Removal requirements, the roles of the Council and the local committees, and notification procedures and deadlines.
- Federal and State laws applicable to charities, and the rules and regulations for their administration.
- Uniform Naming and Numbering System.
- Role of the SEFA Director and organization selected to staff the Council
- Role of the Council in relationship the SEFA Cabinet, the Office of General Services and the Office of the State Comptroller.

This training should take place within the first quarter of each year and may take place in a face to face meeting, conference call or training webinar.

**§8 – Conflict of Interest Policy**

Each member of the Council shall annually acknowledge receipt and commitment to the Council's approved Conflict of Interest Policy.

**Article IV - Meetings**

**§ 1 – Frequency of Meetings**

Regular meetings shall be scheduled at least 6 times each year and may be face-to-face, or via conference call. Additional Council meetings may be scheduled as required in order to meet deadlines established in the rules for determining eligibility, review of application denials by local committees, determining re certifications or other urgent business.

**§ 2 – Quorum**

A quorum shall consist of 50% of the members of the Council, not counting vacancies.

**§ 3 – Proxy Voting**

Any member of the Council may allow another member of the Council, or a member of the local SEFA Committee, to vote in his/her place by providing a written notice of his/her absence in advance to the members of the Council and the SEFA Director. The written notice shall state at which scheduled meeting the proxy will participate, who the proxy is who will exercise his/her vote, and on what issues.

**§ 4 – Special Meetings**

Special meetings may be called at the discretion of the Chair, when Council business cannot wait, or upon the written request of at least three members of the Council.

**§ 5 – Records**

The Council shall keep complete and correct records, including the minutes of proceedings at the offices of the organization retained by the Council.

**§ 6 – Public Notice of Meetings**

Meetings of the SEFA Council will be published on the SEFA website and in the Legislative Gazette. Advance notice will also be provided to local SEFA committee staff, participating charitable federations, and the SEFA Cabinet in addition to Council members.

**§ 7 – Meetings Open to the Public**

Face to face meetings of the Council are open to the public. State employees or other members of the public who wish to participate in conference calls will provide to the SEFA Director notice via regular mail or email the following information in advance of the call: their name, the organization they represent (if any), and if there are any particular topics they wish to be heard on with respect to the agenda.

**§ 8 – Procedure for Public Access to Records**

The SEFA Director is named the public records access officer for the Council. Members of the public, state employees or state agencies may request access to review documents reflecting the Council's business, including Council meeting agendas and minutes, decisions on applications for participation, decisions on review of local committee denials of applications for participation, decisions on re-certification of SEFA participants and other materials relevant to the Council's work in support of SEFA, with the exception of any records which violates the privacy or confidentiality of SEFA donors or volunteers. Requests for copies may be subject to a charge for copy costs based on the volume of material requested.

**Article V – Officers**

**§ 1 – List of Officers**

The Council shall have the following officers selected from the State Council members:

- A Chair of the Council; and
- B Vice Chair of the Council

**§ 2 — Selection**

Each officer shall be appointed by a majority of the voting members on the Council at the Council's first meeting of each year. The Council may call for a vote of reconsideration of any officer for cause at anytime.

**§ 3 — Duties**

The Chair and Vice Chair of the Council, or their designees shall represent the Council on the SEFA Cabinet.

The Chair of the Council shall be responsible for the general management of the affairs of the Council, pursuant to Section 335.4(a) of the SEFA Rules and Regulations, including conducting meetings, carrying out resolutions of the Council, approving expenditures and signing checks, writing letters, overseeing the provision of centralized services and other such duties as indicated by the Council.

During the absence or disability of the Chair of the Council, the Vice Chair shall have all the powers and functions of the Chair. The Vice Chair shall perform such other duties as may be prescribed by the Council from time to time.

**Article VI — Committees (Workgroups)**

§ 1 — The Council may establish committees (workgroups) at any time it deems necessary to carry out the business of the Council, either as a standing committee, or a workgroup for a particular purpose, and establish an end date for the workgroup's work.

§ 2 — Committees (Workgroups) will decide their own meeting schedule, consistent with their responsibilities and the mandates placed upon the committee when it was established.

Committees (workgroups) shall keep complete and accurate records of their work, including their meeting dates and times, decisions made, and copies of recommendations to the Council. At the Council's option participation on committees and workgroups may include members of local SEFA committees, SEFA staff, federations of charities, or state agencies.

**Article VII — Amendments**

The Council may make amendments to these by-laws at any regularly scheduled meeting of the Council providing that notice be given to the Council members 30 days in advanced along with the proposed text of any changes.

---