

# BYLAWS

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## STATE UNIVERSITY OF NEW YORK CAREER DEVELOPMENT ORGANIZATION, INC. (SUNYCDO, INC.)

(Including revisions voted by the membership through May 2015)

### ***Article I – Name***

The name of this organization shall be the “State University of New York Career Development Organization, Inc.”

### ***Article II – Purpose***

The Purpose of this organization is to : “Promote the professional growth of the membership; develop and maintain professional communication among career development personnel; serve as a professional forum for discussion of career services policies and procedures, with the goal of promoting and maintaining a high standard for the profession; and to assist each student to learn- to search – to serve.”

### ***Article III – Membership***

#### **Section 1**

Membership in this association shall be open to:

- all SUNY professionals who affirm that they spend a significant amount of time in career service activities and
- all graduate students enrolled at SUNY schools. Student members shall neither vote nor hold office.

#### **Section II**

There shall be two active membership statuses – Professional and Student. But for the exceptions applying to students specified in *Section 1*, all members shall have equal rights and responsibilities. If a current Professional member leaves his/her current position, his/her membership may be transferred to the person hired as his/her replacement upon request by his/her supervisor to the Member Relations Board member.

#### **Section III**

Emeritus membership may be offered by the Board of Directors to former members of SUNYCDO, Inc. The Member Relations Coordinator and/or President shall present recommendations to the Board for its approval of such memberships. A former member with emeritus status shall pay no dues and may attend the annual conference and participate in all activities of the Association but may not hold office and shall be without vote.

#### **Section IV**

Membership shall start with the commencement of the Annual Conference and end with the start of the next Annual Conference.

## ***Article IV – Dues***

Dues shall be recommended by the Board of Directors and approved by the membership. To be a member, dues must be paid annually.

## ***Article V – Voting***

Voting shall be done by professional members.

## ***Article VI – Elected Officers and Duties***

### **Section I**

The President shall preside at all meetings of the Association; shall be Chairperson of the Board of Directors; shall be an ex-officio member of all committees; shall administer the business of the Association between regular meetings; shall appoint all committee chairs in consultation with Board members; shall determine the composition of the Long Range Planning Committee; shall act as liaison to SUNY Central; shall create a mechanism for monitoring ethical and legal concerns; and shall exercise authority consistent with the Bylaws.

### **Section II**

The President-Elect shall serve as a member of the Board of Directors, and as an ex-officio member of all committees; shall serve as the liaison to the annual conference committee and site selection committee; shall serve as an assistant to the President; shall perform the duties of the President at his/her request; and shall chair the Long Range Planning Committee and the nomination and election process. If the office of the President becomes vacant, he/she shall fill the vacancy. After serving a one-year term as President-Elect, he/she shall automatically become President for a one-year term.

### **Section III**

The Secretary/Treasurer shall conduct appropriate correspondence pertaining to the Association; shall notify members of the Board of Directors of all meetings; shall record and distribute the minutes of all Board meetings; shall have custody of all books, papers, and office supplies; shall maintain an up-to-date roster of members in conjunction with the Member Relations Coordinator; shall oversee the budget and finances of the Association; shall be responsible for the collection of fees and dues; shall have charge of all funds in a bank or other repository designated by the Board of Directors (such money shall be disbursed by the Treasurer or President for such bills as have been approved by the Board of Directors); shall keep an accurate account of his/her transactions; shall render a detailed report with vouchers at any meeting of the Board of Directors. He/she shall present a complete financial statement at the annual meeting.

### **Section IV**

The Two Year College Directors Liaison Group Representative shall identify and communicate the interests of two year college members to the Board and the Association by chairing the Two Year College Directors Liaison Group or maintaining close contact with the chair and attending the meetings of the Group. The chair will be responsible for hosting or coordinating at least two meetings annually of the Two Year College Directors Liaison Group. The Two Year Group consists of community college and agriculture and technical colleges.

### **Section V**

The Four Year College Directors Liaison Group Representative shall identify and communicate the interests of four year college members to the Board and the Association by chairing the Four Year College Directors

Liaison Group or maintaining close contact with the chair and attending the meetings of the Group. The chair will be responsible for hosting or coordinating at least two meetings annually or the Four Year Directors Liaison Group. The Four Year College Group consists of colleges of arts and sciences, university centers, specialized colleges, and colleges and centers for the health sciences.

#### **Section VI**

The Professional Development Coordinator shall serve as the Board liaison to such activities as drive-in workshops, site visits/external reviews, awards committee, and professional development grant committee; shall work closely with the Two and Four Year Directors Liaison Representatives to convey the professional development needs of the membership; and shall communicate the member interests to appropriate Board members or committee chairs.

#### **Section VII**

The Employer Relations Coordinator shall serve as Board liaison to employer related activities; shall provide employer outreach and give feedback to members; and shall seek input from members through their Two and Four Year Directors Liaison Representatives.

#### **Section VIII**

The Member Relations Coordinator shall serve as the Board liaison for the activities of membership recruitment, writing, production, and distribution of newsletters, and maintenance, production, and distribution of the directory and shall support the New Member-at-Large in new member mentoring.

#### **Section IX**

The New Member-at-Large shall represent the interests and concerns of the new members; shall initiate and maintain contact with all new members, actively seeking out their interests and concerns; shall coordinate new member mentoring shall be the liaison for the New Career Professionals pre-Conference event.

#### **Section X**

The Technology Coordinator shall serve as a board liaison to all organizational technology tools such as the SUNYCDO web site, SUNYCDO List serves, SUNYCDO LinkedIn, SUNYCDO Drop Box and conference calling systems. The technology coordinator will preserve the access information, contracts and passcodes to all SUNYCDO technology systems. The Technology Coordinator will also work collaboratively with the Technology Committee to research and recommend new technologies and tools to support the organization, its members and its mission.

#### **Section XI**

The SUNY Liaison will work directly with SUNY administrative staff and the Chancellor's Office to ensure that SUNYCDO has a strong, ongoing input into such initiatives as Applied Learning, updating of joint publications (Faculty Handbook on Internships), the outcomes survey and any joint SUNY career programming. At her / his discretion, the SUNY Liaison Board Member will establish a committee. Responsibilities will include: providing regular updates to the SUNYCDO Board, periodic meetings with SUNYCDO members and SUNY Administration and updating of the SUNYCDO Services Survey.

### ***Article VII – Board of Directors and Officers***

There shall be a Board of Directors comprised of all elected officers. The major responsibility of the Board is the control and management of the affairs of the Association as defined in the Bylaws. It is also their responsibility to promote the growth of the Association.

## ***Article VIII – Election of Officers***

### **Section 1**

Election of officers will be completed electronically or by mail by March 1 of each year. Nominations will be solicited by a nominating committee which shall be chaired by the President-Elect and selected from the membership at large with the following exceptions:

- The members of the Two Year College Directors Liaison Group will nominate up to three individuals from the two year membership for the Board position.
- The members of the Four Year College Directors Liaison Group will nominate up to three individuals from the four year membership for the Board position.
- The New Member-at-Large should be a member of the Association for three years or less.

### **Section II**

Newly elected officers will assume their respective offices upon the close of the business meeting at the annual conference.

### **Section III**

Officers will serve as follows:

- The President, the President Elect, and the New Member-at-Large: 1 year term, non-renewable.
- The Secretary/Treasurer, the Two Year College Directors Liaison Group Representative, and the Four Year College Directors Liaison Group Representative, The Technology Coordinator and the SUNY Liaison: 1 year term, 3 consecutive term limit.
- The Professional Development Coordinator, the Employer Relations Coordinator, and the Member Relations Coordinator: 2 year term, 2 consecutive term limit.

### **Section IV**

In the event that any sitting or elected board member, other than President or President-elect, be unable to complete his/her term, a replacement will be appointed by the President with Board approval to serve the unexpired portion of that term. Should the President be unable to complete his/her term, the President-elect will assume the duties of the President for the remainder of that term and the organization shall conduct a special election to identify a new President-Elect. Should the President-Elect be unable to complete his/her term, the organization shall conduct a special election to identify a new President-Elect. Any President-Elect selected via special election shall serve until the next election cycle and shall have no continuing obligation to the organization beyond completion of the term in question.

## ***Article IX – Meetings***

### **Section I**

The organization shall meet annually during the month of June to conduct business. In addition, the Board of Directors will meet as necessary and appropriate to conduct the business of the organization.

### **Section II**

Parliamentary Authority – the business of this organization will be conducted according to Robert's Rules of Order (revised) except where such rules are not consistent with the Bylaws of this organization. The President and Board of Directors shall appoint a Parliamentarian to resolve questions of order.

### **Section III**

Quorum – 50% plus one of the members of the Board of Directors shall constitute a quorum for the purpose of conducting the business of the organization. At the annual business meeting, one third of the professional members of the association will constitute a quorum for conducting the organization's business.

### ***Article X – Committees***

The Board of Directors, on its own initiative and as recommended by the Long Range Planning Committee will convene and charge committees on an annual basis in response to the needs and priorities of SUNYCDO. All committee members will serve for one year with the option for reappointment. Every committee will have a Board liaison and will be referred to simply as 'committee' without the appellation of such words as 'standing' or 'ad hoc'. Committee chairs will be appointed by the President in consultation with board members. Outgoing chairs and the appropriate Board liaison will also provide input.

Committees which, by the nature of their activities, are basic to the life of the Association and therefore will continue from year to year include: Awards, Newsletter, Annual Conference, and Long Range Planning.

The composition of the Long Range Planning Committee will be determined by the President. Further, it will continually assess the needs and concerns of the Association through such means as reviewing past accomplishments and identifying issues which will impact the Association's future direction and priorities. In the spring semester, the Long Range Planning Committee will present its recommendations for appropriate committees and their charges for the following year.

### ***Article XI – Amendments***

Amendments to the By-Laws shall be submitted to the Board of Directors, upon whose approval by a simple majority will result in a vote by the membership. All members must be advised via mail or electronic means of the proposed amendment at least 30 days prior to the vote deadline. The vote may be conducted in person at the annual business meeting, via mail and/or electronic means. An affirmative vote of two thirds of eligible voters will be necessary for approval with at least one third of the membership participating in the balloting.

### ***Article XII – Amendments***

#### **Prohibited Activities and Disposal of Property**

As a not for profit organization, no part of the organization's receipts or any net earnings shall inure to or benefit of or be distributed to its members, officers, or directors. Upon dissolution, the organization shall, after making payment or making provisions for payment of all its liabilities of the Organization, dispose of all its net assets, if any exclusively to such charitable or other organizations as shall at the time qualify as exempt organizations on Section 501(c) 3 of the Internal Revenue Code as now in effect.