

State University of New York  
Career Development  
Organization



Yellow Pages 2010

[www.sunycdo.org](http://www.sunycdo.org)

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# *State University of New York Career Development Organization, Inc.*

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## **SUNY CDO, Inc. serves 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 service policies and procedures with the goal of promoting and maintaining a high standard for the profession.
- Assist each student to learn – to search – to serve.

## **Founders**

Jim Allan  
Dave Anderson  
Russ Hamilton  
Jim Keene  
Tom Slocum

## **Professional Responsibilities of Members**

The members of the State University of New York Career Development Organization, Inc. join together in endorsing a set of principles which guide our work. They serve to help us identify issues, raise questions, and make decisions when faced with new or complicated situations. In this way they provide us with a common approach and shared understanding of some of the most basic aspects of career development practice.

Therefore, as members, we affirm ourselves the following aims:

- To provide equitable services for students which are nondiscriminatory and which help students explore the place of work in their lives.
- To provide career services that are consistent with the mission and policies of our campuses.
- To aid our students and our institutions by providing services and assistance to affirmative action, equal employment opportunity employers.
- To respond professionally and ethically to career services issues.
- To develop our own skills and knowledge by seeking to be familiar with current research, practices, and issues in career services.

## **Website**

**SUNY CDO Website:** <http://www.sunycdo.org>

*State University of New York*  
*Career Development Organization, Inc. continued*

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**2010-2011 Board of Directors**

President, John Turbeville (Environmental Science & Forestry)  
President-Elect, Donna Pesta (SUNY Cobleskill)  
Secretary/Treasurer, Megan Pendergast (University at Buffalo)  
Member Relations Coordinator, Brandy Smith (Binghamton University)  
Four-Year Representative, Bob Casper (SUNY Oswego)  
Two-Year Representative, Suzanne Paddock (Herkimer Community College)  
Professional Development Coordinator, Holly Horn (Binghamton University)  
Employer Relations Coordinator, Tracy Collingwood (SUNY Fredonia)  
New Member at Large, Cathy Parker (University at Albany)

**Past Presidents**

J. Philippe Abraham	2009-2010
Dan Ryan	2008-2009
Bobbie Karp	2007-2008
Bob Casper	2006-2007
John Shirley	2005-2006
Bob Frederick	2004-2005
George Toth	2003-2004
Karen Robinson	2002-2003
Jim Hull	2001-2002
Judy Applebaum	2000-2001
Mark Schmiedeshoff	1999-2000
Richard Putnam	1998-1999
Lou Shields	1997-1998
Dick Schmonsky	1996-1997
Victor DeSantis	1995-1996
Nancy Paul	1994-1995
Tonda Highley	1993-1994
Diane Maurer	1992-1993
Jerry Wrubel	1991-1992
Karen Ham	1990-1991
Bill Alberta	1988-1990
Andrew Sillin	1986-1988
Stephanie Zuckerman-Aviles	1984-1986
Judy Elwinger	1982-1984
Tom Slocum	1980-1982
Jim Keene	1979-1980
Dave Anderson	1977-1979

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 Liaison to SUNY CDO  
 Office of University Life  
 SUNY System Administration  
 State University Plaza, Albany, New York, 12246  
 518-320-1357

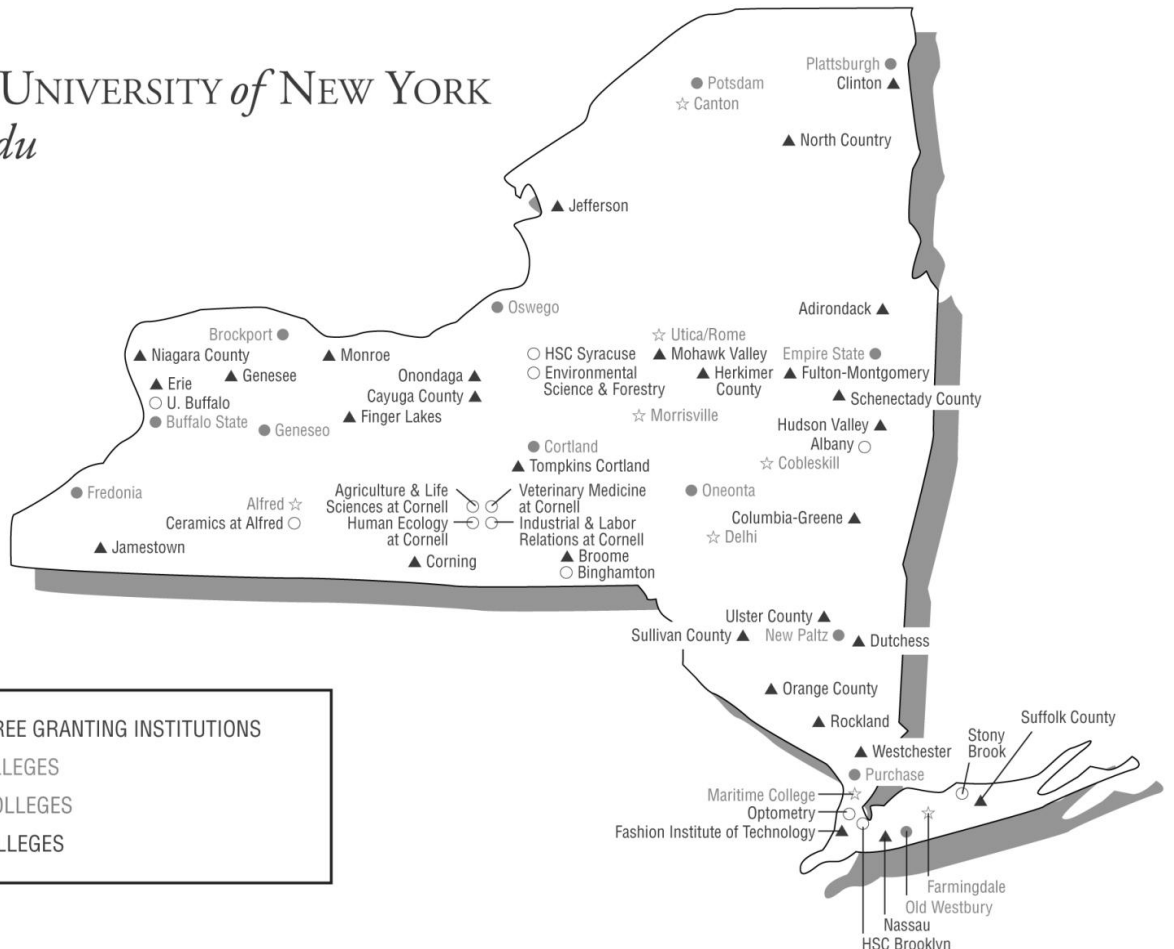
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 518-587-2100x2463

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 SUNY System Administration  
 State University Plaza  
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 518-320-1286

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 Schenectady County Community College  
 518-381-1336

## New York State Map of Colleges

THE STATE UNIVERSITY OF NEW YORK  
[www.suny.edu](http://www.suny.edu)



- DOCTORAL DEGREE GRANTING INSTITUTIONS
- UNIVERSITY COLLEGES
- ☆ TECHNOLOGY COLLEGES
- ▲ COMMUNITY COLLEGES

# SUNY Institutions

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✓ Denotes SUNY CDO Membership

## **Adirondack - Community College**

Career Services

640 Bay Road

Queensbury, NY 12804

Phone: 518-743-2268

Fax: 518-743-2317

[http://www.sunyacc.edu/student\\_life/student\\_services/career\\_services.html](http://www.sunyacc.edu/student_life/student_services/career_services.html)

✓ Tim Lahey, Director of Career Services, [laheyt@sunyacc.edu](mailto:laheyt@sunyacc.edu), 518-743-2277

## **Albany - University Center**

Career Services

Science Library, G50

1400 Washington Avenue

Albany, NY 12222

Phone: 518-437-4900

Fax: 518-437-4906

E-mail: [career@uamail.albany.edu](mailto:career@uamail.albany.edu)

<http://www.albany.edu/cdc/>

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- Mary Conklin, Secretary, [mconklin@uamail.albany.edu](mailto:mconklin@uamail.albany.edu), 518-437-4930

## **Alfred State - Technology College**

Career Development Office

Student Development Center, Room 203

10 Upper College Drive

Alfred, NY 14802

Phone: 607-587-4060

Fax: 607-587-3288

<http://www.alfredstate.edu/career-development/career-development-office>

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Maureen Sibble, Career Development Associate, [sibblem@alfredstate.edu](mailto:sibblem@alfredstate.edu)

## *SUNY Institutions* continued

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### **Alfred University - NYS College of Ceramics**

Career Development Center

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Alfred, NY 14802

Phone: 607-871-2164

Fax: 607-871-2791

<http://www.alfred.edu/cdc/>

F. Mark McFadden, Director, [mcfaddenm@alfred.edu](mailto:mcfaddenm@alfred.edu)

Jill Crandall, Internship and Co-op Coordinator, [crandallj@alfred.edu](mailto:crandallj@alfred.edu)

Kevin Jacobs, Career Advisor, [jacobs@alfred.edu](mailto:jacobs@alfred.edu)

Nancy Williams, Recruiting Coordinator, [williamsn@alfred.edu](mailto:williamsn@alfred.edu)

Susan Meacham, Office Manager, [meachams@alfred.edu](mailto:meachams@alfred.edu)

Peggy Broderick, Resource Coordinator, [pmb51@alfred.edu](mailto:pmb51@alfred.edu)

### **Binghamton - University Center**

Career Development Center

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Binghamton, NY 13902-6000

Phone: 607-777-2400

Fax: 607-777-4333

<http://cdc.binghamton.edu>

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- ✓ Brandy Smith, Career Counselor, [bjsmith@binghamton.edu](mailto:bjsmith@binghamton.edu)
- ✓ April St. John, Recruiting Coordinator, [astjohn@binghamton.edu](mailto:astjohn@binghamton.edu), 607-777-2553, 607-777-4499(f)

### **Binghamton - School of Management**

PO Box 6000

Binghamton, New York 13902-6000

Jillian Kroll, Director of Placement, [jkroll@binghamton.edu](mailto:jkroll@binghamton.edu), 607-777-6849

## *SUNY Institutions* continued

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### **Brockport - University College**

Career Services

350 New Campus Drive

Brockport, NY 14420

Phone: 585-395-2159

Fax: 585-395-2708

<http://www.brockport.edu/career>

- ✓ Claire VanDenBerghe, Director, [cvandenb@brockport.edu](mailto:cvandenb@brockport.edu), 585-395-2159
- ✓ Rick Kincaid, Associate Director, [rkincaid@brockport.edu](mailto:rkincaid@brockport.edu), 585-395-5447
- ✓ Mariangela Ardino, Assistant Director, [mardino@brockport.edu](mailto:mardino@brockport.edu), 585-395-5417
- Holly Cunningham, Secretary, [hcunning@brockport.edu](mailto:hcunning@brockport.edu), 585-395-5815
- ✓ Rob DiCarlo, Assistant Director, [rdicarlo@brockport.edu](mailto:rdicarlo@brockport.edu), 585-395-5422
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- ✓ Tammie Woody, Career Counselor, [twoody@brockport.edu](mailto:twoody@brockport.edu), 585-395-5416
- Helen Wunderlich, Secretary, [hwunderl@brockport.edu](mailto:hwunderl@brockport.edu), 585-395-2392

### **SUNY Brockport Washington Program**

1730 Rhode Island Ave., N.W.

Suite 702

Washington, DC 20036

Phone: 202-463-7537

Fax: 202-463-7537

Email: [sunywashsem@elinkisp.com](mailto:sunywashsem@elinkisp.com)

<http://www.brockport.edu/washington>

- ✓ John Fitzpatrick, Director, [jfitzpat@brockport.edu](mailto:jfitzpat@brockport.edu), 205-257-5039

### **Broome - Community College**

Placement Services

PO Box 1017

Binghamton, NY 13902

Phone: 607-778-5207

Fax: 607-778-5204

Email: [placement@sunybroome.edu](mailto:placement@sunybroome.edu)

<http://www.sunybroome.edu/placement/services>

- ✓ Larry Truillo, Director, [truillo\\_l@sunybroome.edu](mailto:truillo_l@sunybroome.edu), 607-778-5207
- Heather Sutliff, Keyboard Specialist, [sutliff\\_h@sunybroome.edu](mailto:sutliff_h@sunybroome.edu), 607-775-5570
- Carrie Wood, Keyboard Specialist, [wood\\_c@sunybroome.edu](mailto:wood_c@sunybroome.edu), 607-778-5205

## *SUNY Institutions* continued

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### **Buffalo - University Center**

Career Services Center

259 Capen Hall

Buffalo, NY 14260

Phone: 716-645-2231

Fax: 716-645-3829

<http://www.ub-careers.buffalo.edu>

- ✓ Arlene Kaukus, Director, [arleneka@buffalo.edu](mailto:arleneka@buffalo.edu), 716-645-4621  
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- ✓ Robert Orrange, Associate Director, [rorange@buffalo.edu](mailto:rorange@buffalo.edu), 716-645-4620  
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Holly Justice, Engineering Career Counselor, [hjustice@buffalo.edu](mailto:hjustice@buffalo.edu), 716-645-4640
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Ed Brodka, Career Counselor, [brodka@buffalo.edu](mailto:brodka@buffalo.edu), 716-645-4618  
Joe Meyer, Career Counselor, [meyer6@buffalo.edu](mailto:meyer6@buffalo.edu), 716-645-4644  
Bridget Brace-MacDonald, Career Counselor, [bebrace@buffalo.edu](mailto:bebrace@buffalo.edu), 716-645-3196

### **University at Buffalo Educational Opportunity Center**

465 Washington Street

Buffalo, NY 14203-1707

Phone: 716-849-6727 ext. 500

E-mail: [eoc465@buffalo.edu](mailto:eoc465@buffalo.edu)

<http://www.eoc.buffalo.edu/>

Margot Barrett Keysor, Career Planning and Placement Officer, [keysor@acsu.buffalo.edu](mailto:keysor@acsu.buffalo.edu)

### **University at Buffalo School of Management**

Career Resource Center

308 Alfiero Center

Buffalo, NY 14260

Phone: 716-645-3232

Fax: 716-645-5993

<http://www.mgt.buffalo.edu/career>

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- Daniel Wolfe, Employer Relations Manager, [danielwo@buffalo.edu](mailto:danielwo@buffalo.edu)
- Rebecca Cercone, Recruitment and Office Coordinator, [rlc1@buffalo.edu](mailto:rlc1@buffalo.edu)

## *SUNY Institutions* continued

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### **University at Buffalo School of Law**

Career Services

609 O'Brian Hall

Buffalo, NY 14260-1100

Phone: 716-645-2052

E-mail: [LAW-DEANS@BUFFALO.EDU](mailto:LAW-DEANS@BUFFALO.EDU)

[http://www.law.buffalo.edu/career\\_services/](http://www.law.buffalo.edu/career_services/)

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Gale Strauss, Recruitment Coordinator, [gstrauss@buffalo.edu](mailto:gstrauss@buffalo.edu)

### **Buffalo State College - University College**

Career Development Center

Cleveland Hall 306

1300 Elmwood Avenue

Buffalo, NY 14222

Phone: 716-878-5811

Fax: 716-0878-3152

<http://www.buffalostate.edu/offices/cdc/>

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- ✓ Jessie Lombardo, Senior Career Counselor, [stacjj29@buffalostate.edu](mailto:stacjj29@buffalostate.edu)
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- Laura Hill Rao, Volunteer and Service Learning Coordinator, [hilla@buffalostate.edu](mailto:hilla@buffalostate.edu)
- Catherine Couell, Secretary, [couellcl@buffalostate.edu](mailto:couellcl@buffalostate.edu)

### **Canton - Technology College**

Career Services Office

113 French Hall

34 Cornell Drive

Canton, NY 13617

Phone: 315-386-7119

Fax: 315-386-7980

E-mail: [careers@canton.edu](mailto:careers@canton.edu)

[http://www.canton.edu/career\\_services/](http://www.canton.edu/career_services/)

David Norenberg, Director of Career Services, [norenbergd@canton.edu](mailto:norenbergd@canton.edu)

Terri Clemmo, Administrative Assistant, [clemmo@canton.edu](mailto:clemmo@canton.edu)

## *SUNY Institutions* continued

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### **Cayuga - Community College**

Career Services Office

Auburn Campus

197 Franklin Street

Auburn, NY 13021

Phone: 315-255-1743

Fax: 315-255-2117

E-mail: [studentdev@cayuga-cc.edu](mailto:studentdev@cayuga-cc.edu)

<http://www.cayuga-cc.edu/student/index.php>

✓ Meg Osborne, Coordinator, [osbornem@cayuga-cc.edu](mailto:osbornem@cayuga-cc.edu)

### **Cayuga - Fulton Campus**

806 West Broadway

Fulton, NY 13069

Phone: 315-592-4143

Fax: 315-592-5055

Barbara Jenkins - Counselor, Fulton

### **Clinton - Community College**

Career Planning and Transfer Planning

136 Clinton Point Drive

Plattsburgh, New York 12901

Phone: 518-562-4199

Fax: 518-562-4158

<http://www.clinton.edu/counseling/career.cxml>

John Petro, Student Support Services Counselor, [john.petro@clinton.edu](mailto:john.petro@clinton.edu)

Kathleen Borrie, Typist

### **Cobleskill - Technology College**

Career Development Center

Knapp Hall, Room 223

106 Suffolk Circle

Cobleskill, NY 12043

Phone: 518-255-5624

Fax: 518-255-5263

E-mail: [careerd@cobleskill.edu](mailto:careerd@cobleskill.edu)

<http://www.cobleskill.edu/cdc/>

✓ Donna Pesta, Associate Director of Career Development Services, [pestadh@cobleskill.edu](mailto:pestadh@cobleskill.edu)

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Sherry Thorington, Administrative Aide, [thorinsl@cobleskill.edu](mailto:thorinsl@cobleskill.edu)

## *SUNY Institutions* continued

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### **Columbia-Greene - Community College**

Office of Counseling, Career and Transfer Services

4400 Route 23

Hudson, NY 12571

Phone: 518-828-4181, ext. 3396

Fax: 518-828-8543

<http://www.sunycgcc.edu/Counseling/?incFil=Counseling/CGCCCareerLink.cfm&c=emp&gl=true;IFrom=3&mLvl=2&smLvl=3&IFrom=2>

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### **Cornell University, New York State College of Agriculture and Life Sciences**

Career Development Office

177 Roberts Hall

Ithaca, NY 14853

Phone: 607-255-2215

Fax: 607-255-7180

E-mail: [alscdo@cornell.edu](mailto:alscdo@cornell.edu)

<http://www.cals.cornell.edu/current/career/index.cfm>

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### **Cornell University, New York State College of Human Ecology**

Career Services

162 MVR

Ithaca, NY 14853

Phone: 607-255-2988

E-mail: [career@cornell.edu](mailto:career@cornell.edu)

<http://www.human.cornell.edu/che/Academics/Career-Services/Resources/cdc.cfm>

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Patti Papapietro, Senior Associate Director, [pjp4@cornell.edu](mailto:pjp4@cornell.edu)

## *SUNY Institutions* continued

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### **Cornell University, New York State College of Veterinary Medicine**

Student and Academic Services

S2 009 Schurman Hall, Box 37

Ithaca, NY 14853-6401

Phone: 607-253-3700

Fax: 607-253-3709

<http://www.vet.cornell.edu/students/>

Dr. Jai Sweet, Director of Student Services and Multicultural Affairs, [jr27@cornell.edu](mailto:jr27@cornell.edu)

### **Cornell University, New York State School of Industrial and Labor Relations**

ILR Office of Career Services

201 Ives

Ithaca, NY 14853

Phone: 607-255-7816

Fax: 607-255-2358

<http://www.ilr.cornell.edu/careerservices/>

- ✓ Regina M. Duffey Moravek, Director, [rmd5@cornell.edu](mailto:rmd5@cornell.edu), 607-255-7467
- ✓ Anu Lyons, Assistant Director, [an25@cornell.edu](mailto:an25@cornell.edu), 607-255-2725
- Dottie Carlson, Recruiting Coordinator, [djc5@cornell.edu](mailto:djc5@cornell.edu), 607-255-2724
- Yvonne Lomax, Administrative Assistant, [y1146@cornell.edu](mailto:y1146@cornell.edu), 607-255-7816

### **Corning - Community College**

Career Development Center

1 Academic Drive

Corning, NY 14830

Phone: 607-962-9228

Fax: 607-962-9246

E-mail: [careers@corning-cc.edu](mailto:careers@corning-cc.edu)

<http://www.corning-cc.edu>

Ralph DeMuisis, Career Counselor, [demusis@corning-cc.edu](mailto:demusis@corning-cc.edu)

- ✓ CW Turner, Job Referral Services Coordinator, [turner\\_cw@corning-cc.edu](mailto:turner_cw@corning-cc.edu)
- Loretta Hendrickson, Office Professional, [hendrickson@corning-cc.edu](mailto:hendrickson@corning-cc.edu)

### **Cortland - University College**

Career Services

B-5 Van Hoesen Hall, PO Box 2000

Cortland, NY 13045

Phone: 607-753-4715

Fax: 607-753-4715

E-mail: [careerserv@cortland.edu](mailto:careerserv@cortland.edu)

<http://www.cortland.edu/career>

- ✓ John Shirley, Director, [john.shirley@cortland.edu](mailto:john.shirley@cortland.edu), 607-753-4715

## *SUNY Institutions* continued

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### **Cortland - University College (continued)**

- ✓ Lisa Allen, Career Counselor/Student Employment Coordinator, [lisa.allen@cortland.edu](mailto:lisa.allen@cortland.edu), 607-753-5729
- ✓ Michele Baran, Career Counselor/Online Operations Specialist, [michele.baran@cortland.edu](mailto:michele.baran@cortland.edu), 607-753-2248
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- ✓ Louis Larson, Associate Director, [louis.larson@cortland.edu](mailto:louis.larson@cortland.edu),  
Donna Young, Credentials Coordinator, [donna.young@cortland.edu](mailto:donna.young@cortland.edu),

### **Delhi - Technology College**

Career, Transfer & Veterans Services

Bush Hall 215

Delhi, NY 13753

Phone: 607-746-4648

Fax: 607-746-4368

[http://www.delhi.edu/academics/learning\\_center/career\\_services/](http://www.delhi.edu/academics/learning_center/career_services/)

- ✓ Louis Shields, Director, [shieldlm@delhi.edu](mailto:shieldlm@delhi.edu), 607-746-4648

### **Downstate Medical Center - University Center**

Office of Student Affairs

450 Clarkson Avenue, Box 85

BSB 1-114

Brooklyn, NY 11203-2098

Phone: 718-270-2187

Fax: 718-270-7592

Email: [studentaffairs@downstate.edu](mailto:studentaffairs@downstate.edu)

[http://sls.downstate.edu/student\\_affairs/](http://sls.downstate.edu/student_affairs/)

### **Dutchess - Community College**

The Office of Counseling and Career Services

53 Pendell Road

Poughkeepsie, NY 12601

Phone: 845-431-8040

Fax: 845-431-8046

E-mail: [counseling@sunydutchess.edu](mailto:counseling@sunydutchess.edu)

<http://www.sunydutchess.edu/studentlife/student-services/counselingandcareerservices/>

- ✓ Dr. Wendy Walker, Director Counseling and Career Services, [wwalker@sunydutchess.edu](mailto:wwalker@sunydutchess.edu)
- ✓ Martha Meredith, Coordinator of Transfer Services, [meredith@sunydutchess.edu](mailto:meredith@sunydutchess.edu)

## *SUNY Institutions* continued

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### **Empire State College - University College**

One Union Avenue  
Saratoga Springs, NY 12866  
Phone: 518-587-2100  
<http://www.esc.edu/careers>

### **Environmental Science and Forestry (Syracuse) - University Center**

The Office of Career Services  
110 Bray Hall  
1 Forestry Drive  
Syracuse, NY 13210  
Phone: 315-470-6660  
Fax: 315-470-4728  
E-mail: [careers@esf.edu](mailto:careers@esf.edu)  
<http://www.esf.edu/career>  
✓ John Turbeville, Director, [jturbev@esf.edu](mailto:jturbev@esf.edu)

### **Erie - Community College**

Career Resource Center - City Campus  
121 Ellicot Street RM 266  
Buffalo, NY 14203  
Phone: 716-851-1183  
Fax: 716-851-1193  
<http://www.ecc.edu/studentLife/supportservices/crc>  
✓ Barbara House, Coordinator of Placement, [house@ecc.edu](mailto:house@ecc.edu)  
Laurie Barszcz, Administrative Support, [barszcz@ecc.edu](mailto:barszcz@ecc.edu)

### **Erie - Career Resource Center - North Campus**

6205 Main Street  
Buffalo, NY 14221-7095  
Phone: 716-851-1484  
<http://www.ecc.edu/studentLife/supportservices/crc>  
✓ Joseph Abbarano, Coordinator of Placement, [abbarno@ecc.edu](mailto:abbarno@ecc.edu)  
William Kindel, Mentor, [kindelw@ecc.edu](mailto:kindelw@ecc.edu)

## *SUNY Institutions* continued

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### **Erie - Career Resource Center - South Campus**

4041 Southwestern Blvd

Orchard Park, NY 14127

Phone: 716-851-1684

Fax: 716-270-2829

<http://www.ecc.edu/studentLife/supportservices/crc>

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- Mary Van Haneghan, Program Administrator, [vanhaneghan@ecc.edu](mailto:vanhaneghan@ecc.edu)

### **Farmingdale State - Technology College**

Career Development Center

Laffin Hall, Room 202

Farmingdale, NY 11735

Phone: 631-420-2296

Fax: 631-420-2163

TDD: 631-420- 2412

E-mail: [careers@farmingdale.edu](mailto:careers@farmingdale.edu)

[http://www.farmingdale.edu/campuspages/Student\\_Life/careerdevelopment/index.html](http://www.farmingdale.edu/campuspages/Student_Life/careerdevelopment/index.html)

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- Bea Kustanowitz, Secretary, [kustanb@farmingdale.edu](mailto:kustanb@farmingdale.edu)

### **Fashion Institute of Technology - Community College**

Career Services

7th Avenue at 27th Street

New York, NY 10001-5992

Phone: 212-217-7999

E-mail: [careers@fitnyc.edu](mailto:careers@fitnyc.edu)

<http://www.fitnyc.edu/3584.asp>

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- Patrice Choy, Assistant Professor/ Career Counselor
- Connie Passarella, Acting Director and Associate Professor/ Career Counselor
- Juliette Romano, Professor, Career Counselor
- Pam Zuckerman, Associate Professor, Career Counselor

### **Finger Lakes - Community College**

Career Services

3325 Marvin Sands Drive

Canandaigua, NY 14424

Phone: 585-394-3500, ext. 7270

E-mail: [careerservices@flcc.edu](mailto:careerservices@flcc.edu)

<http://www.flcc.edu/career/index.cfm>

Rich Schlesinger, Career Services Coordinator, [schlesra@flcc.edu](mailto:schlesra@flcc.edu)

## *SUNY Institutions* continued

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### **Fredonia - University College**

Career Development Office

Gregory Hall, 2nd floor

Fredonia, NY 14063

Phone: 716-673-3327

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E-mail: [careers@fredonia.edu](mailto:careers@fredonia.edu)

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### **Fulton-Montgomery - Community College**

Career Services

2805 State Highway 67

Johnstown, NY 12095

Phone: 518-762-4651

[http://fmcc.suny.edu/index.php/Current\\_Students/Career\\_Services/](http://fmcc.suny.edu/index.php/Current_Students/Career_Services/)

- ✓ Mark Montgomery, Education and Career Planning Specialist, [mark.montgomery@fmcc.suny.edu](mailto:mark.montgomery@fmcc.suny.edu)

### **Genesee - Community College**

Career and Transfer Services Office

One College Road

Batavia, NY 14020

Phone: 585-343-0055

<http://www.genesee.edu/depts/CTC/>

- ✓ John McGowan, Career Center Coordinator, [jmmcgowan@genesee.edu](mailto:jmmcgowan@genesee.edu)
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### **Geneseo - University College**

Career Services Office

Blake A 104

1 College Circle

Geneseo, NY 14454

Phone: 585-245-5721

Fax: 585-245-5800

<http://careers.geneseo.edu>

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## *SUNY Institutions* continued

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### **Geneseo - University College continued**

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Sharon Roach, Secretary for Student Employment Service, [roach@geneseo.edu](mailto:roach@geneseo.edu)

### **Herkimer - Community College**

Career Services Office

100 Reservoir Road

Herkimer, NY 13350

Phone: 315-866-0300 ext 8284

Fax: 315-866-7253

[http://www.herkimer.edu/offices/career\\_services](http://www.herkimer.edu/offices/career_services)

- ✓ Suzanne Paddock, Career Counselor, [paddocksm@herkimer.edu](mailto:paddocksm@herkimer.edu)
- ✓ Guy Devitt, Employer Relations Specialist, [devittgp@herkimer.edu](mailto:devittgp@herkimer.edu)

### **Hudson Valley - Community College**

Center for Careers & Employment

80 Vandenberg Avenue

Troy, NY 12180

Phone: 518-629-7326

Fax: 518-629-7508

E-mail: [cce@hvcc.edu](mailto:cce@hvcc.edu)

<http://www.hvcc.edu/cce>

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Nancy Chesnut, Information Processing Specialist, [n.chesnut@hvcc.edu](mailto:n.chesnut@hvcc.edu)

### **Jamestown - Community College**

Counseling & Career Development Center

525 Falconer Street

Jamestown, NY 14701

Phone: 716-338-1007

E-mail: [counseling@mail.sunyjcc.edu](mailto:counseling@mail.sunyjcc.edu)

<http://www.sunyjcc.edu/counseling>

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- ✓ Rita Freeborough, Employment Development Specialist, [rita.freeborough@mail.sunyjcc.edu](mailto:rita.freeborough@mail.sunyjcc.edu)  
Colette Haight, Career Counselor
- ✓ Robin Middleton, Counselor, [robinmiddleton@mail.sunyjcc.edu](mailto:robinmiddleton@mail.sunyjcc.edu)  
Tammy Smith, Assistant Professor and Counselor
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## *SUNY Institutions* continued

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### **Jefferson - Community College**

Career Assistance and Counseling Center

Room 6-020, Jules Center

1220 Coffeen Street

Watertown, NY 13601

Phone: 315-786-2271

[http://www.sunyjefferson.edu/support\\_services/counseling/career\\_counseling.html](http://www.sunyjefferson.edu/support_services/counseling/career_counseling.html)

Michele Gefell, Director of Career Planning and Placement, [mgeffell@sunyjefferson.edu](mailto:mgeffell@sunyjefferson.edu),  
315-786-2269

- ✓ Gabrielle Hermanson, Career/Transfer Advisor, [ghermanson@sunyjefferson.edu](mailto:ghermanson@sunyjefferson.edu)
- Matthew Lambert, [mlambert@sunyjefferson.edu](mailto:mlambert@sunyjefferson.edu), 315-786-2358

### **Maritime College - Technology College**

Career Center

6 Pennyfield Avenue

Throggs Neck, NY 10465

Phone: 718-409-7200

<http://www.sunymaritime.edu/Career%20Center/index.aspx>

Paul Bamonte, Director of Career Placement, [pbamonte@sunymaritime.edu](mailto:pbamonte@sunymaritime.edu), 718-409-7254  
Michelle Berish, Career Counselor, [mberish@sunymaritime.edu](mailto:mberish@sunymaritime.edu), 718-409-6079

### **Mohawk Valley - Community College**

Career, Transfer and Job Placement Services

1101 Sherman Drive

Utica, NY 13501

Phone: 315-731-5710

Email: [oas@mvcc.edu](mailto:oas@mvcc.edu)

<http://www.mvcc.edu/students/adult/index.cfm>

- ✓ James Maio, Director, [jmaio@mvcc.edu](mailto:jmaio@mvcc.edu),
- ✓ Jenifer Squire, Career Counselor, [jsquire@mvcc.edu](mailto:jsquire@mvcc.edu)

### **Mohawk Valley - Community College**

Adult Learner Services

1101 Sherman Drive

Utica, NY 13501

Phone: 315-731-5710

Email: [careerservices@mvcc.edu](mailto:careerservices@mvcc.edu)

<http://www.mvcc.edu/students/transfer/>

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- Kevin Siembab, Student Services Specialist, [ksiembab@mvcc.edu](mailto:ksiembab@mvcc.edu)

## *SUNY Institutions* continued

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### **Monroe - Community College**

Career Center

1000 East Henrietta Road

Rochester, NY 14623

Phone: 585-292-2248

Fax: 585-292-3848

E-mail: [careercenter@monroecc.edu](mailto:careercenter@monroecc.edu)

<http://www.monroecc.edu/go/careercenter>

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- Sherry Sweet, Secretary, [ssweet@monroecc.edu](mailto:ssweet@monroecc.edu)
- Laureen Anthony-Palmer, Receptionist/Career Library Coordinator, [lanthony-palmer@monroecc.edu](mailto:lanthony-palmer@monroecc.edu)
- Kathy Baxter, Program Coordinator, [kbaxter@monroecc.edu](mailto:kbaxter@monroecc.edu)
- Cindy Blacklaw, Transfer Advisor, [cblacklaw@monroecc.edu](mailto:cblacklaw@monroecc.edu)
- Robin Richardson, Receptionist, [rrichardson@monroecc.edu](mailto:rrichardson@monroecc.edu)

### **Monroe - Damon Campus**

Student Services Center

Damon City Campus

DCC, Room 5242

Rochester, NY 14604

Phone: 585-262-1660

<http://www.monroecc.edu/depts/dstuser/ctserv.htm>

- ✓ Ivan Matthew, Career Counselor, [imatthew@monroecc.edu](mailto:imatthew@monroecc.edu)

### **Morrisville State College - Technology College**

Career Planning and Services

Bailey Hall, 1<sup>st</sup> Floor

Morrisville State College

Morrisville, NY 13408

Phone: 315-684-6218

[www.morrisville.edu/careerplanning](http://www.morrisville.edu/careerplanning)

John McBride, Director of Development and Career Services, [mcbrijd@morrisville.edu](mailto:mcbrijd@morrisville.edu)

## *SUNY Institutions* continued

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### **Nassau - Community College**

Career Counseling Center

Nassau Hall, Room 14

Garden City, New York 11530-6793

Phone: 516-572-7696

Fax: 516-572-7695

<http://www.ncc.edu/StudentLife/StudentSupportServices/CareerCounseling/>

Connie Egelman, Coordinator, [egelmac@ncc.edu](mailto:egelmac@ncc.edu)

### **New Paltz - University College**

Career Resource Center, HAB 705

1 Hawk Drive

Humanities Room 105

New Paltz, NY 12561

Phone: 845-257-3265

Fax: 845-257-3674

E-mail: [careers@newpaltz.edu](mailto:careers@newpaltz.edu)

<http://www.newpaltz.edu/careers/>

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Erica Wagner, Service Learning Coordinator, [wagnere@newpaltz.edu](mailto:wagnere@newpaltz.edu)

### **Niagara County - Community College**

Student Development

3111 Saunders Settlement Road

Sanborn, NY 14132

Phone: 716-616-6283

Fax: 716-614-6814

<http://www.niagaracc.suny.edu/studentlife/development>

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Debbie Burns, Professor/Counselor
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Karen Drilling, Professor/Counselor  
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## *SUNY Institutions* continued

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### **North Country - Community College**

Campus and Student Life

23 Santanoni Avenue

PO Box 89

Saranac Lake, NY 12983

Phone: 518-891-2915 ext. 205

Fax: 518-891-6562

[http://www.nccc.edu/campus\\_student\\_life.aspx](http://www.nccc.edu/campus_student_life.aspx)

- ✓ Bobbie Karp, Director of Campus and Student Life, [bkarp@nccc.edu](mailto:bkarp@nccc.edu)
- Micah Peterson, Administrative Assistant, [mpeterson@nccc.edu](mailto:mpeterson@nccc.edu), 518- 891-2915 ext. 204

### **North Country - Malone Campus**

#### **Office of Campus & Student Life**

75 William Street

Malone, NY 12953

Phone: 518-483-4550

[http://www.nccc.edu/campus\\_student\\_life.aspx](http://www.nccc.edu/campus_student_life.aspx)

- ✓ Bruce Kelly, Coordinator of Campus and Student Life, [bkelly@nccc.edu](mailto:bkelly@nccc.edu), 518-483-4550 ext. 226

### **North Country - Ticonderoga Campus**

#### **Office of Campus & Student Life**

11 Hawkeye Trail

Ticonderoga, NY 12883

Phone: 518-585-4454

[http://www.nccc.edu/campus\\_student\\_life.aspx](http://www.nccc.edu/campus_student_life.aspx)

- Bella Doolittle, Coordinator of Campus and Student Life, [bdolittle@nccc.edu](mailto:bdolittle@nccc.edu), 518-585-4454 ext. 2203

### **Old Westbury - University College**

Counseling and Career Center

P. O. Box 210

Old Westbury, NY 11568-0210

Phone: 516-876-3000

[http://www.oldwestbury.edu/campus/career\\_services.cfm](http://www.oldwestbury.edu/campus/career_services.cfm)

- Marleene Bhan, Coordinator of Career Services, [bhanm@oldwestbury.edu](mailto:bhanm@oldwestbury.edu) 516-876-3053

## *SUNY Institutions* continued

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### **Oneonta - University College**

Career Development Center  
110 Netzer Administration Building  
Oneonta, NY 13820  
Phone: 607-436-2534  
Fax: 607-436-2094  
E-mail: [career@oneonta.edu](mailto:career@oneonta.edu)  
<http://www.oneonta.edu/career>

- ✓ Kristy Cable Director of Career Development and Student Employment, [cablekl@oneonta.edu](mailto:cablekl@oneonta.edu)
- ✓ Megan Ackley, Student Employment Coordinator, [ackleyme@oneonta.edu](mailto:ackleyme@oneonta.edu)
- ✓ Matthew Munson, Senior Career Counselor, [munsonml@oneonta.edu](mailto:munsonml@oneonta.edu)  
Colleen Bulger, Keyboard Specialist I, [career@oneonta.edu](mailto:career@oneonta.edu)  
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### **Onondaga - Community College**

Career & Applied Learning Center  
Mawhinney Hall, Room 145  
4585 West Seneca Turnpike  
Syracuse, NY 13215  
Phone: 315-498-2585  
Fax: 315-498-2459  
E-mail: [calcenter@sunyocc.edu](mailto:calcenter@sunyocc.edu)  
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### **Optometry - University Center**

Office of Student Affairs  
Room 1131  
33 West 42nd Street  
New York, New York 10036  
Phone: 800-291-3937  
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## *SUNY Institutions* continued

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### **Orange County - Community College**

Office of Career & Internship Services

115 South Street

Middletown, NY 10940

Phone: 845-341-4444

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## *Emeritus Status*

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The following are the minimum requirements for Emeritus status in SUNYCDO:

1. Membership in SUNYCDO for a minimum of five (5) years.
2. Service to SUNYCDO in three (3) of the following areas:
  - An officer of SUNYCDO
  - A board member
  - A committee chair
  - A committee member for at least one year
  - A presenter at a past SUNYCDO conference
  - A recipient of a SUNYCDO Annual Award
  - Research that contributes to the mission of SUNYCDO
  - Retirement from last position with emeritus rank granted by the nominee's employer

The following have been granted Emeritus status with SUNY CDO:

## *Emeritus Members*

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### **Emeritus Member**

Bill Alberta  
Jim Allan  
Dave Anderson  
Nancy Andrews  
Judy Applebaum  
Janet Bernardin  
Anne Campbell  
Bill Coles  
Dawn DeBuvitz  
Vic DeSantis  
Kris DeLuca  
Esther Doherty  
Judy Elwinger  
Bobbie Friedman  
Gwen Fuller  
Michelle Grice  
Russ Hamilton  
Rere Hassett\*  
Debbie Hill  
Rob Ichihana  
Maureen Isaf  
Jim Keene  
Pat Lennahan

### **College Affiliation**

Cornell Agriculture & Life Sciences  
SUNY Geneseo  
Binghamton University  
Corning Community College  
University at Buffalo  
SUNY Oswego  
SUNY Cobleskill  
University at Buffalo  
Mohawk Valley Community College  
University at Albany  
Cornell Human Ecology  
SUNY Cortland  
SUNY Fredonia  
Binghamton University  
University at Albany  
SUNY Geneseo  
SUNY Plattsburgh  
Tompkins Cortland Community College  
Genesee Community College  
Herkimer Community College  
SUNY Cortland  
Stony Brook University  
SUNY Plattsburgh

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[jbernard@rci.rutgers.edu](mailto:jbernard@rci.rutgers.edu)  
[acampbell11@nycap.rr.com](mailto:acampbell11@nycap.rr.com)  
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[Debuvitd@pbcc.edu](mailto:Debuvitd@pbcc.edu)  
[vdesant2@nycap.rr.com](mailto:vdesant2@nycap.rr.com)  
[kd15@cornell.edu](mailto:kd15@cornell.edu)  
[dohertyprint@juno.com](mailto:dohertyprint@juno.com)  
[elwinger@fredonia.edu](mailto:elwinger@fredonia.edu)  
[bmf.dc@verizon.net](mailto:bmf.dc@verizon.net)  
  
[shelby67\\_98@yahoo.com](mailto:shelby67_98@yahoo.com)  
[rjhamilt@som.syr.edu](mailto:rjhamilt@som.syr.edu)  
  
[hilld@geneseo.edu](mailto:hilld@geneseo.edu)  
[richihana@mvcc.edu](mailto:richihana@mvcc.edu)  
[nanaisaf@hotmail.com](mailto:nanaisaf@hotmail.com)  
[jimkeene@acadia.net](mailto:jimkeene@acadia.net)  
[plennahan@cox.net](mailto:plennahan@cox.net)

\*deceased

## *Emeritus Members* continued

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Pat Lussow*	Finger Lakes Community College	
Sue Marschke	Genesee Community College	
Gene Martell	University at Buffalo	<a href="mailto:ejmartell@interwrx.com">ejmartell@interwrx.com</a>
Diane Maurer	SUNY Brockport	<a href="mailto:dmaurer@brockport.edu">dmaurer@brockport.edu</a>
Tom McKellop	Clinton Community College	<a href="mailto:tmckello@ny.tds.net">tmckello@ny.tds.net</a>
Gene Mueller	Alfred University College of Ceramics	
Bob Palazzo*	SUNY IT	
Fran Patnode	SUNY Plattsburgh	<a href="mailto:fpatnode@nccscougar.org">fpatnode@nccscougar.org</a>
David Paul	SUNY Fredonia	<a href="mailto:dpaul@mdc.edu">dpaul@mdc.edu</a>
Steve Perry	SUNY Oneonta	<a href="mailto:perrysr@oneonta.edu">perrysr@oneonta.edu</a>
Richard Putnam	Westchester Community College	<a href="mailto:placidputnam@msn.com">placidputnam@msn.com</a>
Joe Robustelli	SUNY Cobleskill	<a href="mailto:RobustJA@cobleskill.edu">RobustJA@cobleskill.edu</a>
Susan Marschke	Genesee Community College	
Mark Schmiedeshoff	Hudson Valley Community College	<a href="mailto:schmimar@wildblue.net">schmimar@wildblue.net</a>
Richard Schmonskey	Columbia Greene Community College	<a href="mailto:schmonsj@acp.edu">schmonsj@acp.edu</a>
Andy Sillin	Dutchess Community College	<a href="mailto:sillin@sunydutchess.edu">sillin@sunydutchess.edu</a>
Thomas Slocum	Environmental Science & Forestry	<a href="mailto:toslocum@esf.edu">toslocum@esf.edu</a>
Jennifer Derk Smith	SUNY Geneseo	<a href="mailto:JennDerkSmith@comcast.net">JennDerkSmith@comcast.net</a>
Jan Spencer	Binghamton University	<a href="mailto:jannette.spencer@uvm.edu">jannette.spencer@uvm.edu</a>
George Toth	SUNY Brockport	<a href="mailto:gpthoth@brockport.edu">gpthoth@brockport.edu</a>
Beth Trevvett	Monroe Community College	<a href="mailto:etrevvett@rochester.rr.com">etrevvett@rochester.rr.com</a>
Anita Tritell*	Farmingdale State College	
Lynne Wiley	Cornell NYS Human Ecology	
Carol Woughter*	Alfred State College	<a href="mailto:lwiley@rochester.rr.com">lwiley@rochester.rr.com</a>

\*deceased

# *Bylaws*

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## **CAREER DEVELOPMENT ORGANIZATION, INC. (SUNYCDO, INC.)**

**June 2008**

**(Including revisions voted by the membership through May 2008)**

### **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. This membership shall be individual and not transferable.

#### **Section III**

Emeritus membership may be offered by the Board of Directors to former members of SUNYCDO, Inc. The Member Relations Coordinator 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.

## *Bylaws* continued

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### **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 an assistant to the President; shall perform the duties of the President at his/her request; shall act as liaison to the Awards Committee; 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 and shall distribute mailing labels; 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

## *Bylaws* continued

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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 of 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 the annual conference, drive-in workshops, site visits/external reviews, and conference site selection; 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.

## **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.

## *Bylaws* continued

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### **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: 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 even 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 and elections. 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.

## *Bylaws* continued

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### **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 vial 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.