

College Association at Delhi, Inc Bylaws



Adopted by the Board March 11, 2025

BYLAWS
OF
COLLEGE ASSOCIATION AT DELHI, INC.

**A corporation governed by the
Not-for-Profit Corporation Law of New York**

ARTICLE I NAME
AND PURPOSE

Section 1. Name. The name of the corporation is the College Association at Delhi, Inc. (the “Corporation”).

Section 2. Purpose. The Corporation shall be a not-for-profit charitable corporation as defined in section 102 of the New York Not-for-Profit Corporation Law (“NPCL”). The general purposes of the Corporation shall be within the meaning of Section 501(c)(3) of the Internal Revenue Code and its regulations, and Article 2 of the NPCL and are as further specified in the Corporation’s certificate of incorporation for the benefit of the campus community, including faculty, staff and students in collaboration and coordination with the educational mission and goals of State University of New York College at Delhi (the “College”).

ARTICLE II
MEMBERSHIP

Section 1. No Members. The Corporation, as permitted by Section 601(a) of the NPCL, has no members.

ARTICLE III BOARD OF DIRECTORS

Section 1. Management of Corporate Affairs. Except as otherwise provided by law, the certificate of incorporation of the Corporation or these Bylaws, the activities, property and affairs of the Corporation will be managed by the Board of Directors (the “Board”) in accordance with the State University of New York Guidelines for Auxiliary Service Corporations (the “SUNY Guidelines”), as may be amended from time to time, and any contract or other memorandum of understanding then in force between the Corporation and the College. Except as otherwise provided by law, the certificate of incorporation of the Corporation, these Bylaws or the SUNY Guidelines, the Board shall have the power to hold meetings at such times and places it deems advisable to appoint committees, to select and employ an Executive Director responsible to the Board, to manage the operations of the Corporation, to employ other necessary employees, to approve periodic fiscal reports, the audited financial statements, and the annual budget of the Corporation and authorize proper expenditures from same after approval of the budget by the President of the College and the Vice Chancellor, and to take such other measures as may be necessary or proper to carry out the purposes of the Corporation.

Section 2. Election and Term of Office. Except as otherwise provided by law or these by-laws, each Director of the Corporation will be elected at the annual meeting of the Board and shall serve for their term in accordance with these Bylaws and until their successor is elected and qualified.

Section 3. Number and Qualifications. All Directors shall be at least eighteen (18) years of age. As used in these by-laws, the term “entire Board” means the total number of directors entitled to vote which the Corporation would have if there were no vacant director positions. No decrease in the number of Directors will shorten the term of any incumbent Director. The Board shall be composed of Directors from each of the following constituencies representing the students, faculty and officers of the administration of the University. The Board also consists of three independent directors, including one Alumni Director and two Community Directors. The size of the Board and exact number of directors from each constituency to be determined by the Board from time to time, provided that the Student Directors must always comprise not less than one- third and not more than one-half of the

Board. Until further action by the Board, the size of the Board shall be Seventeen (17) Directors, comprised as follows:

- a) *Student Directors*: There shall be six (6) student directors selected as follows:
 - i. The President of the Student Senate of the State University of New York College at Delhi or their designee shall be an *ex officio* voting member.
 - ii. The Vice President of the Student Senate of the State University of New York College at Delhi or their designee shall be an *ex officio* voting member.
 - iii. Four Student Directors will be selected from among the student body by nomination by the President of the Student Senate of the State University of New York College at Delhi and a simple majority vote of the student senators. Student Directors must be full- time matriculated students in academic good standing as defined by the College.
- b) *Administrative Directors*: There shall be four (4) Administrative Directors, selected as follows:
 - i. The President of the State University of New York at Delhi¹ or their designee is an *ex officio* voting member.
 - ii. The Vice President for Finance or their designee is an *ex officio* voting member.
 - iii. the Vice President for Student Affairs or their designee is an *ex officio* voting member.
 - iv. One other member of the administration will be appointed by the President of the College. Administrative Directors must be employed full-time at the College.
- c) *Faculty Directors*: There shall be three (3) teaching Faculty Directors, selected as follows. The Faculty Directors shall be elected by the College Senate of SUNY Delhi. Faculty Directors must be employed full-time at the College.
- d) *Staff Director*: There shall be one (1) Staff Director, selected as follows. The Staff Directors shall be elected by the College Senate of SUNY Delhi. Staff Directors must be employed full-time at the College.

¹ President of the College refers to the chief executive officer of the college, including Acting Presidents, Interim Presidents, or Officers in Charge.

- e) *Alumni Director*: There shall be one (1) Alumni Director selected as follows. The Alumni Director will be an alumnus or an alumna of SUNY Delhi and shall be selected by the College President of SUNY Delhi. The Alumni Director must meet the definition of an independent director.
- f) *Community Member Director*: There shall be two (2) Community Member Directors selected as follows. The Community Member Directors will be a member of the local business community and will be appointed by the President of the College or their designee. The Community Member Directors must meet the definition of an independent director.

Section 4. Terms of Directors. Except for ex-officio Directors and Student Directors, the term of each Director selected from the administration, faculty and local business community or alumni shall be three (3) years commencing at the annual meeting of their election. The term of the Student Directors will be two (2) years commencing at the annual meeting of their election. There shall be no term limits. Each Director on the Board serving as a result of an *ex-officio* position shall serve for so long as they shall continue to serve in such office. Each Director shall hold office until the expiration of the term for which they were elected or appointed until their death, resignation or removal and until their successor has been appointed or elected and qualified. Each Director is eligible for re-election or re-appointment. Student, Administrative and Faculty Directors who are on leave from the College for more than one semester, and who will not participate in Board activities during the period of that leave, shall be replaced on the Board in accordance with Article III, Section 5.

Section 5. Vacancies. Vacancies occurring in the Board for any reason will be filled by the constituency or officer responsible for the selection of the Director whose position is vacant. A Director elected to fill a vacancy will hold office until the next meeting of their

constituency at which the election of Directors of the Corporation is in the regular order of business and until their successor is selected and qualified.

Section 6. Resignation. Any Director may resign at any time by giving a written resignation to the President, the Vice President or the Secretary. A resignation will be effective upon delivery unless it specifies an effective date, in which case the resignation is effective at the time specified. Unless the resignation specifies otherwise, Board acceptance of the resignation is not necessary to make it effective.

Section 7. Removal. Any Director may be removed with or without cause by the constituency or officer responsible for the appointment of that Director. Violation of any provision of these Bylaws or unexcused absence from two or more meetings of the Board during any academic year will, without limitation, be cause for removal.

Section 8. Compensation. No Director will be compensated for serving as a Director, except that the Corporation may reimburse Directors for reasonable expenses necessarily incurred in effecting one or more of the corporate purposes of the Corporation, provided that such expenses are approved by the President or the Board.

Section 9. Independent Directors.

- a) An Independent Director is defined as a Director who: (i) is not, and has not been within the last three years, an employee or key person of the Corporation or an affiliate, and does not have a relative (as defined below) who is, or has been within the last three years, a key person (as defined below) of the Corporation or an affiliate; (ii) has not received, and does not have a relative who has received, in any of the last three fiscal years, more than \$10,000 in direct compensation from the Corporation or an affiliate and (iii) is not a current employee of or does not have a substantial financial interest in, and does not have a relative who is a current officer of or has a substantial financial interest in, any entity that has provided payments, property, or services to, or received payments, property, or services from, the Corporation or an affiliate if the amount paid by the corporation to the entity or received by the corporation from the entity for such property or services in any of the last three fiscal years, exceeded the lesser of ten thousand dollars or two percent of such entity's consolidated gross revenues if the entity's consolidated gross revenue was less than five hundred thousand dollars; twenty-five thousand dollars if the entity's consolidated gross revenue was five hundred thousand dollars or more but less than ten million dollars; one hundred thousand dollars if the entity's consolidated gross revenue was ten million dollars or more; (iv) or is not and does not have a relative who is a current owner, whether wholly or partially, director, officer or employee of the corporation's outside auditor or who has worked on the corporation's audit at any time during the past three years. For purposes of this section, the term "compensation does not include reimbursement for expenses reasonably incurred as a director or reasonable compensation for service as a director as permitted by

paragraph (a) of section 202 of the Not-For-Profit Corporation Law, and for purposes of subparagraph (iii), “payments” do not include charitable contributions, dues or fees paid to the corporation for services which the corporation performs as part of its nonprofit purposes, or payments made by the corporation at fixed or non-negotiable rates or amounts for services received, provided that such services by and to the corporation are available to individual members of the public on the same terms, and such services received by the corporation are not available from another source. In connection with the foregoing, (i) “key person” means any person other than a director or officer, whether or not an employee of the corporation, who (i) has responsibilities, or exercises powers or influence over the corporation as a whole similar to the responsibilities, powers, or influence of directors and officers; (ii) manages the corporation, or a segment of the corporation that represents a substantial portion of the activities, assets, income or expenses of the corporation; or (iii) alone or with others controls or determines a substantial portion of the corporation's capital expenditures or operating budget; and (ii) a “relative” of an individual means (i) spouse or domestic partner; (ii) their ancestors, brothers and sisters (whether whole or half-blood), children (whether natural or adopted), grandchildren, great-grandchildren, and (iii) spouses or domestic partners of brothers, sisters, children, grandchildren, and great-grandchildren

- b) The Audit Committee, established under Article VI, Section 4 consisting of the Independent Directors on the Board shall oversee the Corporation’s conflict of interest policy and whistleblower policy matters and, if the Corporation registers and files an audit report with the New York Charities Bureau under Article 7-A of the Executive Law, also the Corporation’s audit matters.

ARTICLE IV **Executive Director**

Section 1. Executive Director Position: The Board, with the written approval of the College President or their designee, will appoint an Executive Director, who will be or become an employee of the Corporation. At least once per year, the College President or their designee, in consultation with the Board, will evaluate the performance of the Executive Director and will determine any changes in the Compensation or other terms

and conditions of the Executive Director's employment. The Board, with the written approval of the College President or their designee, may terminate the employment of the Executive Director. Board votes on the appointment or dismissal of the Executive Director will require a 2/3 majority of the entire Board for approval.

Section 2 Executive Director Duties: The Executive Director shall be directly responsible for the management and daily operations of the Corporation. The Executive Director shall recommend to and implement policy for the Board of Directors. The Executive Director shall recommend to the Board of Directors any significant changes of services, management structure, or personnel. The President of the College shall determine where the Executive Director reports within the college.

ARTICLE V MEETINGS **OF THE DIRECTORS**

Section 1. Regular Meetings of the Board. Regular meetings of the Board, for the transaction of business set forth in the notice of the meeting, will be held at a time and place, within or without the State of New York, determined by the Board and specified in the notice of the meeting. Meetings of the Board of Directors shall be called at least five (5) times during the academic year.

Section 2. Special Meetings. Special meetings of the Board may be called at any time by the President, or in their absence or disability, the Vice-President, and must be called by such officer on written request by three or more Directors. Such request will state the purpose or purposes for which the meeting is to be called. Each special meeting of the Board will be held at a time and place determined by the person calling the meeting and specified in the notice of the meeting.

Section 3. Annual Meeting. The annual meeting of the Board will be the regular meeting held within four weeks of the College's spring commencement day each year.

Section 4. Notice of Meetings. Notice of each regular or special meeting of the

Board stating the time and place of the meeting will be given by the President, a Vice President or the Secretary to each Director at least five (5) days before the meeting, by mailing the notice, postage prepaid, addressed to each Director at their residence or usual place of business, or by delivering the notice to each Director personally, by facsimile, by electronic communication or by telephone. A Director's attendance at a meeting without protesting, before or at the commencement of such meeting, the lack of notice to him or her constitutes waiver of notice. A Director may also waive notice by submitting a waiver of notice before or after a meeting. Such waiver of notice may be written or electronic. If written, the waiver must be executed by the Director signing such waiver or causing their signature to be affixed to such waiver by any reasonable means including but not limited to facsimile signature. If electronic, the transmission of the consent must be sent by electronic mail and set forth, or be submitted with, information from which it can reasonably be determined that the transmission was authorized by the director.

Section 5. Minutes. Minutes of all meeting of the Corporation shall be provided to the President of the College and all corporate books and papers of whatever kind shall be made available upon their request. The Directors and officers of the Corporation shall inform the President of the College upon matters of corporate business affecting the interest of the College. Support services to the Board of Directors, including but not limited to clerical support for the production of minutes, will be provided by the office of the Executive Director.

Section 6. Procedure. The order of business and all other matters of procedure at every meeting of the Board of Directors will be as follows, unless as otherwise determined by the person presiding at the meeting:

- i. Call to Order
- ii. Acceptance of the Agenda
- iii. Reading and approval of the minutes
- iv. Approval or recognition of committees' minutes
- v. Officer reports
- vi. Student Senate Report

- vii. Executive Director's report
- viii. Old Business
- ix. New Business
- x. Other matters
- xi. Adjournment
- xii. Other matters of procedure may be determined by the person presiding at the meeting.

Section 7. Quorum. At all meetings of the Board, except as otherwise provided by law, the certificate of incorporation or these Bylaws, a quorum is required for the transaction of business. The quorum will consist of a simple majority of the entire Board.

Section 8. Action by the Board. Each Director shall be entitled to one vote. Except as otherwise provided by law, the certificate of incorporation or these Bylaws, the vote of a majority of the Directors present will decide any question that may come before the meeting. A majority of the directors present, whether or not a quorum is present, may adjourn any meeting to another time or place without notice other than announcement at the meeting of the time and place to which the meeting is adjourned. Directors may not vote by proxy.

Section 9. Action Without a Meeting. Any action required or permitted to be taken by the Board or any committee thereof may be taken without a meeting if all members of the Board or committee consent to the adoption of a resolution authorizing the action. Such consent may be written or electronic. If written, the consent must be executed by the director by signing such consent or causing their signature to be affixed to such consent by any reasonable means including, but not limited to, facsimile signature. If electronic, the transmission of the consent must be sent by electronic mail and set forth, or be submitted with, information from which it can reasonably be determined that the transmission was authorized by the Director. The resolution and the written consents will be filed with the minutes of the proceedings of the Board or committee.

Section 10. Presence at Meeting by Telephone or Similar Communications. Any one or more members of the Board or any committee thereof who is not physically present at a

meeting may participate by means of a conference telephone or similar communications equipment or by electronic video screen communication. Participation by such means shall constitute presence in person at a meeting as long as all persons participating in the meeting can hear each other at the same time and each director can participate in all matters before the Board or committee, including, without limitation, the ability to propose, object to, and vote upon a specific action to be taken by the Board or committee.

Section 11. Confidentiality. It is the policy of the Corporation that the directors treat as confidential the proceedings of all Board and committee meetings, and all information concerning the business activities of the Corporation, except as otherwise authorized by the Board or until there has been general public disclosure, or unless the information is a matter of public record or common knowledge.

ARTICLE VI

EXECUTIVE AND OTHER COMMITTEES

Section 1. Committees of the Board. The certificate of incorporation, the by-laws, or The Board—may create committees of the Board from among its members. Each such committee of the Board will consist of three (3) or more Directors, with the exception of the Audit Committee and all members of committees of the Board must be Directors. Each committee of the Board will serve at the pleasure of the Board and will have, to the extent provided in the resolution establishing the committee, all the authority of the Board to the extent provided in a board resolution or in the certificate of incorporation or by-laws, except no committee of any kind shall have the authority as to the matters listed in paragraph a of section 712 of the Not-For-Profit Corporation Law.

Section 2. Executive Committee. The Executive Committee consists of the Corporate Board President, the Corporate Board Vice President, the Corporate Board Secretary, the Corporate Board Treasurer, the Executive Director, and a student representative to be elected by the student directors. In the interim between meetings of the Board, the Executive Committee has all the authority of the Board except as otherwise provided by law. All acts done and power and authority conferred by the Executive Committee within the scope of its authority are deemed to be, and may be specified as being, the acts of and under the authority of the Board

Section 3. Finance Committee. The Finance Committee must consist of at least three Directors, to include the Treasurer who shall serve as Chair and at least one Student Director and a Faculty or Staff Director. The Finance Committee shall have general supervision over the finances of the Corporation, except for the responsibilities of the Audit Committee, shall act in place of the Board in all matters of investment and reinvestment of corporate funds, and shall perform such other duties as from time to time may be delegated to it by the Board.

Section 4. Audit Committee. The Audit Committee, consists solely of independent Directors (as defined in Article III, Section 9). The Audit Committee shall oversee the accounting and financial reporting processes of the Corporation and any audit of the Corporation's financial statements. The Audit Committee shall annually retain or renew the retention of an independent auditor to conduct the audit and, upon completion thereof, review the results of the audit and any related management letter with the independent auditor.

In addition, such Audit Committee shall:

- (i) Review with the independent auditor the scope and planning of the audit prior to the audit's commencement;
- (ii) Upon completion of the audit, review and discuss with the independent auditor: (A) any material risks and weaknesses in internal controls identified by the auditor; (B) any restrictions on the scope of the auditor's activities or access to requested information; (C) any significant disagreements between the auditor and management; and (D) the adequacy of the corporation's accounting and financial reporting processes;
- (iii) Annually consider the performance and independence of the independent auditor; and
- (iv) If the duties required by this Article VI, Section 4 are performed by the Audit Committee, report on the Audit Committee's activities to the Board

In the absence of an Audit Committee, all of the foregoing audit oversight

obligations in this Article VI, Section 4 shall be performed by the independent Directors of the Board or by another committee of the Board comprised solely of independent Directors.

Section 5. Committees of the Corporation.

(i) In addition to committees of the Board, the Board may create committees of the Corporation to serve at the pleasure of the Board and to perform tasks assigned by the Board. Persons other than Directors may be members of committees of the Corporation. Committees of the Corporation will have no authority to act on behalf of the Board or to bind the Board.

(ii) Members of such committees of the corporation shall be appointed by the Corporate Board President. Every committee must have at least one student member and at least one member from the faculty or staff.

(iii) The following are standing committees of the Corporation

(A) Awards: To oversee the annual employee awards

(B) Bylaws: To review all proposed bylaw changes and to review annually the bylaws of the corporation for conformity to SUNY policy and New York State Law

(C) Capital and Facilities: To review and recommend plans for facility enhancements, repairs, and other capital expenditures.

(C) Mini-Grant: To review requests for mini-grants.

(D) Personnel: To review employee manuals and processes

(E) Scholarship: To oversee the scholarship award process.

(iv) Special Committees of the Corporation may be formed by a simple majority vote of the Board of Directors at a Regular or Special meeting of the Board. _

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Section 7. Acts and Proceedings. Each committee will keep regular minutes of its proceedings and report its actions to the Board when required.

Section 8. Meetings of Committees. Committees will meet at such times and places as the chairperson of the committee determines and the notice of the meeting specifies. Meetings of committees of the Board will be governed by the provisions of Sections 4, 5, 6, 7, 8, 9, 10 and

11 of Article III of these by-laws, which govern meetings of the entire Board, except that notice of meetings of the Executive Committee will be given not less than twenty-four hours before such meeting.

ARTICLE VII **OFFICERS**

Section 1. Qualifications. At its annual meeting, the Board will elect from among its members a President, a Vice President, a Secretary, and a Treasurer. The Board may from time-to-time elect additional officers having titles, authority and duties determined by the Board. No more than three of the four officers described in this Article VII, Sections 3, 4, 5 and 6 shall be Directors from a single constituency, as defined within Article III, Section 3. All officers must be at least twenty-one years of age.

Section 2. Term of Office. Unless otherwise determined by the Board, officers will hold office until the next annual meeting of the Board and until their successors have been elected and qualified.

Section 3. The President. The President will be the chief executive and administrative officer of the Corporation and will have the general powers and duties of supervision and management of the Corporation and will perform all such other duties as usually pertain to the office or are properly required by the Board. The President will preside at all meetings of the Board. No employee of the Corporation shall serve as President or hold any other title with similar responsibilities.

Section 4. The Vice-President. The Vice-President will, in the absence or at the request of the President, perform the duties and exercise the powers of the President. The Vice- President will also have such powers and perform all such other duties as usually pertain to the office or are properly required by the Board.

Section 5. The Secretary. The Secretary will ensure that the minutes of the Board are properly kept. They will: attend to the giving and serving of all notices of the Corporation; have charge of such books and papers as the Board may direct; attend to such correspondence as may

be assigned; and perform all such other duties as usually pertain to the office or are properly required by the Board. The Secretary may delegate duties to staff members of the Corporation.

Section 6. The Treasurer. The Treasurer will ensure monitoring of the financial activities of the Corporation by the Board and will serve as liaison between the Executive Director and the Board of Directors for fiscal matters as requested. The Treasurer will perform all such other duties as usually pertain to the office or are properly required by the Board. The Treasurer will present the annual audited report to the Board setting forth in full the financial resources of the Corporation. The Finance Committee will be chaired by the Treasurer.

Section 7. Removal. Any officer may be removed or have their authority suspended by the Board at any time, with or without cause.

Section 8. Resignation. Any officer may resign at any time by giving a resignation in writing to the Board, the President or the Secretary. A resignation will be effective upon delivery unless it specifies an effective date, in which case the resignation is effective at the time specified. Unless the resignation specifies otherwise, Board acceptance of the resignation is not necessary to make it effective.

Section 9. Vacancies. If any Board office becomes vacant for any reason, the Board has the power to fill that vacancy.

Section 10. Duties of Officers May Be Delegated. If an officer is absent or unable to perform their duties, or for any other reason that the Board deems sufficient, the Board, except where otherwise provided by law, may delegate the powers or duties of any officer to any other officer or to any director.

Section 11. Officers Holding Two or More Offices. Any two or more Board offices, except those of President and Secretary, may be held by the same person for up to three months, but no officer will execute or verify any instrument in more than one capacity if such instrument is required by law or otherwise to be executed or verified by two or more officers.

Section 12. Compensation. No officers shall receive any compensation from the Corporation for service rendered in an official capacity, but officers shall be reimbursed for

reasonable expenses incurred in the performance of official duties.

ARTICLE VIII

ASSETS AND FUNDS

Section 1. Ownership. No Director, officer or employee of the Corporation shall have any right, title or interest in any of the assets and funds of the Corporation; all assets and funds of the Corporation shall be owned exclusively by the Corporation.

Section 2. Disposition. All funds of the Corporation shall be deposited in an account or accounts in the name of the Corporation in a bank or banks and shall be used solely either to earn interest or to pay the proper expenses of the Corporation. Funds shall be withdrawn from such bank account or accounts upon the written authorization and signature of such persons as the Board of Directors may designate. Any funds in the Corporation which in the judgment of the Board of Directors shall not be immediately required to effect the purposes of the Corporation may be invested in such securities as in the judgment of the Board of Directors is sound and proper. Any surplus may be used for the benefit of the College in accordance with the purposes of the Corporation as expressed in its general-purpose clause, at the discretion of the Board of Directors.

Section 3. Corporate Books and Papers. All corporate books and papers of the Corporation shall be made available upon request to the President of the College and the Vice Chancellor. The Corporation shall keep books of accounts and records of all its operations. It shall maintain systems of bookkeeping and accounting acceptable to the State University of New York and to the State Comptroller and shall permit inspection of said books, records and papers of any kind by the State University of New York and the State Comptroller.

Section 4. Audit. All books, records and accounts of the Corporation shall be subject to examination and audit by the State University of New York at any time. The Corporation will have an annual audit conducted by an independent certified public accountant ("CPA") or CPA firm, within 90 days after the close of the Corporation's fiscal year. Copies of all audit reports shall be transmitted to the President of the College and the State University of New York for review and acceptance (in accordance with SUNY Guidelines).

Section 5. Loans to Directors and Officers. No loans will be made by the Corporation to its Directors or officers.

Section 6. Gifts. The Board, the Executive Committee or any authorized officer, employee or agent of the Corporation may accept on behalf of the Corporation any contribution, gift, bequest or devise for any general or special purpose or purposes of the Corporation.

Section 7. Fiscal Year. The fiscal year of the corporation shall be June 1 to May 31

Section 8. Reports. At a meeting of the Board in the Fall Semester to occur no later than November 30, the President and Treasurer will present to the Board a report, verified by the President and Treasurer and certified by an independent public or certified public accountant or a firm of such accountants selected by the Board, showing in appropriate detail the following:

- a) the assets and liabilities, including the trust funds, of the Corporation as of the end of a 12-month fiscal period of the Corporation terminating not more than six months prior to said meeting;
- b) the principal changes in assets and liabilities, including trust funds, during said fiscal period;
- c) the revenue or receipts of the Corporation, both unrestricted and restricted to particular purposes, during said fiscal period; and
- d) the expenses or disbursements of the Corporation, for both general and restricted purposes, during said fiscal period.

Such report will be filed with the minutes of the annual meeting of the Board.

ARTICLE IX

CONFLICT OF INTEREST & WHISTLEBLOWER POLICY

Section 1. Purpose. The purpose of the conflict of interest policy is to protect the Corporation's interest when it is contemplating entering into a Related Party Transaction, or other transaction or arrangement that might benefit the private interest of an officer, Director, or Key Person or might result in a possible excess benefit transaction. This policy supplements

but does not replace any other applicable state and federal laws governing conflicts of interest applicable to the Corporation. The Board shall adopt, and oversee the implementation of, and compliance with a conflict-of-interest policy to ensure that its directors, officers and key persons act in the corporation's best interest and comply with applicable legal requirements, including but not limited to the requirements set forth in section seven hundred fifteen of the Not-For-Profit Corporation Law, governing related party transactions.

Section 2. Definitions.

- a) *“Interested Person”*: An Interested Person is any (i) Related Party or (ii) any Director, officer, Key Employee or member of a committee with Board-delegated powers, who has a direct or indirect Financial Interest, or who has any other interest or relationship that could reasonably be viewed as having the potential to affect their decision-making judgment.
- b) *“Financial Interest”*: A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:
 - (i) an ownership or investment interest in any entity with which the Corporation has a transaction or arrangement,
 - (ii) a compensation arrangement with the Corporation or with any entity or individual with which the Corporation has a transaction or arrangement, or
 - (iii) a potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Corporation is negotiating a transaction or arrangement.
- c) *“Compensation”* includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.
- d) A *“Conflict of Interest”* shall exist (i) when an Interested Person has a Financial Interest in a proposed transaction, or (ii) with respect to all proposed Related Party Transactions.
- e) *“Deciding Body”* means the independent Directors of the Board or another committee of the Board comprised solely of independent Directors.
- f) A *“Relative”* of an individual means their (i) spouse, ancestors, brothers and sisters (whether whole or half blood), children (whether natural or adopted),

grandchildren, great-grandchildren, and spouses of brothers, sisters, children, grandchildren, and great-grandchildren; or (ii) domestic partner as defined in Section 2994-a of the New York Public Health Law, or any successor statute.

- g) “*Related Party*” means (i) any Director, officer or Key Person of the Corporation or any affiliate of the Corporation; (ii) any Relative of any Director, officer or Key Person of the Corporation or any affiliate of the Corporation; or (iii) any entity in which an individual described in clauses (i) and (ii) has a thirty-five percent or greater ownership or beneficial interest or, in the case of a partnership or professional corporation, a direct or indirect ownership interest in excess of five percent.
- h) “*Related Party Transaction*” means any transaction, agreement or any other arrangement in which a Related Party has a Financial Interest and in which the Corporation or any affiliate of the Corporation is a participant, except that a transaction shall not be a related party transaction if: (i) the transaction or the related party's financial interest in the transaction is de minimis, (ii) the transaction would not customarily be reviewed by the board or boards of similar organizations in the ordinary course of business and is available to others on the same or similar terms, or (iii) the transaction constitutes a benefit provided to a related party solely as a member of a class of the beneficiaries that the corporation intends to benefit as part of the accomplishment of its mission which benefit is available to all similarly situated members of the same class on the same terms.
- i) “*Key Person*” means any person, other than a director or officer, whether or not an employee of the corporation, who (i) has responsibilities, or exercises powers or influence over the corporation as a whole similar to the responsibilities, powers, or influence of directors and officers; (ii) manages the corporation, or a segment of the corporation that represents a substantial portion of the activities, assets, income or expenses of the corporation; or (iii) alone or with others controls or determines a substantial portion of the corporation's capital expenditures or operating budget.

Section 3. Procedures.

- a) Duty to Disclose. In connection with any actual or possible Conflict of Interest, an interested person must disclose the existence of the financial or other interest and be given the opportunity to disclose all material facts to the Deciding Body.
- b) Determining Whether a Conflict of Interest Exists. After disclosure of the interest and all material facts, and after any discussion with the Interested Person, they will leave the Deciding Body's meeting while the determination of a Conflict of Interest is discussed and voted upon. The remaining Deciding Body members will decide if a Conflict of Interest exists.
- c) Procedures for Addressing the Conflict of Interest. The Deciding Body will determine by a majority vote of the disinterested Directors whether the transaction or arrangement is fair, reasonable and in the Corporation's best interest. In conformity with the above determination, it will make its decision as to whether to enter into the transaction or arrangement.
- d) Additional Procedures for Addressing a Conflict of Interest that is a Related Party Transaction. The Corporation shall not enter into a Related Party Transaction unless the transaction is determined by the Deciding Body to be fair, reasonable and in the Corporation's best interest at the time of such determination. Any Director, officer or Key Person who has an interest in a Related Party Transaction shall disclose in good faith to the Deciding Body the material facts concerning such interest. In addition, with respect to any Related Party Transaction in which a Related Party has a substantial financial interest, the Deciding Body shall: (i) prior to entering into the transaction, consider alternative transactions to the extent available; (ii) approve the transaction by not less than a majority vote of the Directors or committee members present at the meeting; and (iii) contemporaneously document in writing the basis for the Deciding Body's approval, including its consideration of any alternative transactions.
- e) No Improper Attempts to Influence Vote. The Interested Person with the Conflict of Interest is prohibited from making any attempt to influence improperly the

deliberation or voting on the matter giving rise to the Conflict of Interest.

- f) Violations of the Conflicts of Interest Policy. If the Deciding Body has reasonable cause to believe that an individual has failed to disclose actual or possible Conflicts of Interest, it will inform the individual of the basis for such belief and afford the individual an opportunity to explain the alleged failure to disclose. If, after hearing the individual's response and after making further investigation as warranted by the circumstances, the Deciding Body determines the individual has failed to disclose an actual or possible Conflict of Interest, it will take appropriate disciplinary and corrective action.
- g) Records of Proceedings. The minutes of the Deciding Body's meeting will contain the names of persons who disclosed or otherwise were found to have a Financial Interest in connection with an actual or possible Conflict of Interest, the nature of the Financial Interest, any action taken to determine whether a conflict of interest was present, the Deciding Body's decision as to whether a Conflict of Interest in fact existed, the names of persons who were present for discussions, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

Section 4. Compensation. Any person (or family member of such person) who receives compensation or other payment, directly or indirectly, from the Corporation is precluded from voting on matters pertaining to their compensation or other payment. Directors who receive compensation, directly or indirectly, from the Corporation may provide information to the Deciding Body regarding compensation.

Section 5. Initial and Annual Statements. Each Director, principal officer, Key Person, and member of a committee with Board-delegated powers will annually sign a statement which affirms that they are aware of and understand the Corporation's conflict of interest policy, has agreed to comply with the policy, and understands that the Corporation is charitable and, in order to maintain its federal tax exemption, it must engage primarily in activities that accomplish one or more of its tax-exempt purposes. In addition, each Director shall initially (prior to their initial election) and annually thereafter complete, sign and submit to the Secretary

of the Corporation a written statement identifying, to the best of their knowledge, any entity of which such Director is an officer, Director, trustee, member, owner (either as a sole proprietor or a partner), or employee and with which the Corporation has a relationship, and any transaction in which the Corporation is a participant and in which the Director might have a Conflict of Interest. The Secretary of the Corporation shall provide a copy of all completed statements to the Chair of the Deciding Body.

Section 6. Periodic Reviews. To ensure the Corporation operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax- exempt status, the Board will conduct periodic reviews, including, at a minimum, whether compensation arrangements and benefits are reasonable, based on competent survey information, and the result of arm's length bargaining, and whether any partnerships, joint ventures, and arrangements with management organizations conform to the Corporation's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in inurement, impermissible private benefit or in an excess benefit transaction. The Corporation may, but need not, use outside advisors to assist it in its periodic reviews. If outside advisors are used, their use will not relieve the Board of its responsibility for ensuring periodic reviews are conducted.

Section 7. Whistleblower Policy. Where the Corporation that has twenty or more employees and in the prior fiscal year had annual revenue in excess of one million dollars, the Board shall adopt and oversee the implementation of, and compliance with, a whistleblower policy to protect from retaliation persons who report suspected improper conduct. Such policy shall provide that no director, officer, employee or volunteer of a corporation who in good faith reports any action or suspected action taken by or within the corporation that is illegal, fraudulent or in violation of any adopted policy of the corporation shall suffer intimidation, harassment, discrimination or other retaliation or, in the case of employees, adverse employment consequence. Such policy shall also include procedures for the reporting of violations or suspected violations of laws or corporate policies, including procedures for preserving the confidentiality of reported information. An employee, officer or director of the corporation be designated to administer the whistleblower policy and to report to the board or an authorized committee thereof, except that directors who are employees may not participate in any board or committee deliberations or voting

relating to administration of the whistleblower policy. A person who is the subject of a whistleblower complaint shall not be present at or participate in board or committee deliberations or vote on the matter relating to such complaint, provided that the board or committee may request that the person who is subject to the complaint present information as background or answer questions at a committee or board meeting prior to the commencement of deliberations or voting relating thereto. A copy of the policy shall be distributed to all directors, officers, employees and to volunteers who provide substantial services to the corporation; posting the policy on the corporation's website or at the corporation's offices in a conspicuous location accessible to employees and volunteers are among the methods a corporation may satisfy the distribution requirement.

ARTICLE X: **INDEMNIFICATION OF DIRECTORS AND OFFICERS**

Section 1. Right of Indemnification. The Corporation will indemnify any person who is made, or is threatened to be made, a party to an action or proceeding by reason of the fact that they (or their testator or intestate) was a Director or officer of the Corporation. Such indemnification will be in accordance with and to the fullest extent permitted by the New York Not-For-Profit Corporation Law or other applicable law, as such law now exists or is subsequently adopted or amended. It will apply to any action or proceeding or related appeal, whether criminal, civil, administrative or investigative, and will apply regardless of whether the Director or officer is in office at the time of the action or proceeding. However, the Corporation will indemnify a Director or officer in connection with an action or proceeding initiated by that director or officer only if the action or proceeding was authorized by the Board.

Section 2. Advancement of Expenses. The Corporation may pay expenses incurred by a Director or officer in connection with an action or proceeding described in Section 1 of this Article X in advance of the final disposition of that action or proceeding. Such advances may be paid only if (a) the Director or officer agrees in a signed writing to repay the advance if they is ultimately found not to be entitled to indemnification, and (b) the advance is approved by the Board acting by a quorum consisting of Directors who are not parties to the action or proceeding or, if such a quorum is not obtainable, then by vote of a majority of the entire Board.

To the extent permitted by law, the Board may advance expenses under this provision without having to find that the Director or officer met the applicable standard of conduct required for indemnification.

Section 3. Availability and Interpretation. To the extent permitted under applicable law, the rights provided in Sections 1 and 2 of this Article X:

- a) will be available with respect to events occurring prior to the adoption of this Article X;
- b) will continue to exist after any rescission or restrictive amendment of this Article X with respect to events occurring prior to such rescission or amendment;
- c) will be interpreted on the basis of applicable law in effect at the time of the occurrence of the event or events giving rise to the action or proceeding or, at the sole discretion of the Director or officer (or their testator or intestate), on the basis of applicable law in effect at the time the rights are claimed; and
- d) will be in the nature of contract rights that may be enforced in any court of competent jurisdiction as if the Corporation and the Director or officer seeking such rights were parties to a separate written agreement.

Section 4. Other Rights. The rights provided in Sections 1 and 2 of this Article X are not exclusive of any other rights to which a Director or officer of the Corporation or other person may now or subsequently be otherwise entitled, whether contained in the certificate of incorporation, these by-laws, a resolution of the Board or an agreement providing for such indemnification; the creation of such other rights is expressly authorized. Without limiting the generality of this section, the rights provided in Sections 1 and 2 of this Article IX are not exclusive of any rights, pursuant to statute or otherwise, of a Director or officer or other person to have their costs and expenses in an action or proceeding assessed or allowed in their favor, against the Corporation or otherwise.

Section 5. Severability. If this Article X or any part of it is held unenforceable in any respect by a court of competent jurisdiction, it will be deemed modified to the minimum extent necessary to make it enforceable, and the remainder of this Article X will remain fully enforceable. Any payments made pursuant to this Article X will be made only out of funds legally available for such payments.

ARTICLE XI **AMENDMENTS**

Section 1. Procedure. These Bylaws may be amended at any meeting of the Board of Directors by a vote of two-thirds or more of the Directors provided the notice of the proposed amendment, containing the specific wording of the proposed amendment, has been stated in the notice of meeting. The amendment process also includes securing the approval of the College President and SUNY as follows: If substantial changes (e.g., impacts the mission; adds, significantly changes, or eliminates services; creation of a single member corporation, etc.) are proposed to these by-laws of the Corporation, sixty (60) days' prior written notice of such proposed change(s) shall be reported to the campus President and the Vice Chancellor. No such change will take effect without the written approval of the campus President and the Vice Chancellor. Changes to these by-laws of a less significant nature (e.g., term limits, signature authority, creation of subcommittees, etc.) should be reported to the President and the Vice Chancellor within 30 days of approval by the Corporation's board. (SUNY Guidelines, Exhibit pB-1; 2011).

Section 2. Severability. If a provision of these Bylaws is or becomes illegal, invalid, or unenforceable in any jurisdiction, that shall not affect the validity or enforceability of any other provision of these Bylaws.

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Approved by:

Board of Directors as of March 11, 2025
President of the College, Mary Bonderoff, as of June 11,, 2025
University Controller, Jeff McGrath as of June 13, 2025

These Bylaws are based on a version adopted March 23, 2017 with amendments on February 14, 2019, and further amendments as of March 11, 2025.

APPENDIX A

I. Definition of Independent Director under NPCL §102(21)

An “Independent Director” means a director who:

- i) “is not, and has not been within the last three years, an employee or a key person of the corporation or an affiliate of the corporation, and does not have a **relative** who is, or has been within the last three years, a **key person** of the corporation or an affiliate of the corporation”; and
- ii) “has not received, and does not have a **relative** who has received, in any of the last three fiscal years, more than \$10,000 in direct compensation from the corporation or an affiliate of the corporation and
- iii) “is not a current employee of or does not have a substantial financial interest in, and does not have a **relative** who is a current officer of, or has a substantial financial interest in, any entity that has provided payments, property, or services to, or received payments, property, or services from, the corporation or an affiliate of the corporation ~~for~~ if the amount paid by the corporation to the entity or received by the corporation from the entity for such property or services in any of the last three fiscal years, exceeded the lesser of ten thousand dollars or two percent of such entity's consolidated gross revenues if the entity's consolidated gross revenue was less than five hundred thousand dollars; twenty-five thousand dollars if the entity's consolidated gross revenue was five hundred thousand dollars or more but less than ten million dollars; one hundred thousand dollars if the entity's consolidated gross revenue was ten million dollars or more; or (iv) is not and does not have a relative who is a current owner, whether wholly or partially, director, officer or employee of the corporation's outside auditor or who has worked on the corporation's audit at any time during the past three years. For purposes of this section, the term “compensation does not include reimbursement for expenses reasonably incurred as a director or reasonable compensation for service as a director as permitted by paragraph (a) of section 202 of the Not-For-Profit Corporation Law, and for purposes of subparagraph (iii), “payments” do not include charitable contributions, dues or fees paid to the corporation for services which the corporation performs as part of its nonprofit purposes, or payments made by the corporation at fixed or non-negotiable rates or amounts for services received, provided that such services by and to the corporation are available to individual members of the public on the same terms, and such services received by the corporation are

not available from another source.

As used in the above definition, “key person” means any person other than a director or officer, whether or not an employee of the corporation, who (i) has responsibilities, or exercises powers or influence over the corporation as a whole similar to the responsibilities, powers, or influence of directors and officers; (ii) manages the corporation, or a segment of the corporation that represents a substantial portion of the activities, assets, income or expenses of the corporation; or (iii) alone or with others controls or determines a substantial portion of the corporation's capital expenditures or operating budget.

As used in the above definition, a “relative” of an individual means (i) their ~~(1)~~ spouse or domestic partner; (ii) their ancestors, brothers and sisters (whether whole or half blood), children (whether natural or adopted), grandchildren, great-grandchildren, and (iii) spouses or domestic partners of brothers, sisters, children, grandchildren, and great-grandchildren.