

CONSTITUTION  
OF THE  
CORNELL COOPERATIVE EXTENSION ASSOCIATION OF ONTARIO COUNTY  
STATE OF NEW YORK

**Effective January 1, 2016**

**ARTICLE I - NAME**

The name of this organization shall be Cornell Cooperative Extension Association of Ontario County, hereafter called the Association.

**ARTICLE II - OBJECTIVES**

The objectives of this Association are:

- Section 1. To provide for a subordinate governmental agency consisting of an unincorporated organization of residents of Ontario County in cooperation with Cornell University and the United States Department of Agriculture; and in accordance with subdivision 8(b) of section 224 of the County Law as last amended by the State Legislature.
- Section 2. To extend the educational resources of Cornell University and the New York State Colleges of Agriculture and Life Sciences, Human Ecology and Veterinary Medicine, the Land Grant university system and other educational institutions, to the people of Ontario County to foster economic, social and environmental improvement of its individuals, families and communities.
- Section 3. To further the objectives of Cornell Cooperative Extension of Ontario County and the State Extension system in the fields of agriculture, ***community and economic vitality, environment and energy, nutrition and families, and youth development.***

**ARTICLE III - AFFIRMATIVE ACTION**

All actions of this Association will be in compliance with the affirmative action plan of the Association and appropriate equal program opportunity, equal employment opportunity and **Americans with Disabilities Act** legislation.

**ARTICLE IV – ENROLLMENT AND VOTING RIGHTS**

- Section 1. **Enrollment:** Enrollment is open to all persons interested in the work of the Association. Persons become enrollees by: (a) participation in programs or activities on the Association, evidenced by registration or lists generated with respect to such programs or activities, (b) requesting the Association to place their names on an Association list that will be maintained for one calendar year, or (c) serving the Association as a volunteer.
- Section 2. **Voting Rights:** All persons, who as of the date of a voting event, are Ontario County residents, 18 years of age or older, and who qualify as an enrollee in accordance with Article IV, Section I are eligible to vote at such event.

Section 3. Participation Fees: No fees shall be established as a requirement to become a voting participant. Fees may be established for participating in specific programs or activities of the Association. These shall be consistent with **regulations** established by the Board of Directors.

## ARTICLE V - BOARD OF DIRECTORS

Section 1. Governing Body: The governing body of the Association shall be the Board of Directors. Each director shall have voting privileges except the ex-officio representative designated by the director of **Cornell** Cooperative Extension at Cornell **University**.

Section 2. Policies: The Board of Directors of the Association shall, with Cornell Cooperative Extension at Cornell University, outline the policies and procedures of the Association consistent with this constitution and Memoranda of Agreement between the Association and Cornell Cooperative Extension at Cornell University and Ontario County.

Section 3. Composition:

A. The Board of Directors of the Association shall consist of 15 persons, elected as directors, plus the appointed members listed in Article V, Section 3B below.

B. Appointed members:

1. The county governing body shall be requested annually to appoint one legislator to **serve as a Liaison to the** Association Board of Directors.
2. The Director of **Cornell Cooperative Extension at Cornell University** shall designate representation from Cooperative Extension Administration to serve on the Association Board of Directors as ex-officio without voting privileges.

C. A quorum of the Board of Directors shall consist of a majority of the **total voting membership of the board**.

D. **Elected** directors shall serve until their successors are named or a vacancy is declared as provided in Article V, Section 6.

E. **Elected directors** shall be selected through an election open to all eligible voting **enrollees** of the Association.

F. A person is not eligible to serve on the Board of Directors if:

- a) The following relationships hold with a board or with any association staff member: mother, father, son, daughter, brother, sister, husband, wife, or any person residing in the same household.
- b) He/She is currently employed by the Association, or has been employed by the Association in the previous 18 months.
- c) He/She served one or more previous terms as Director and the lapse since that service is less than three (3) years with the exception of appointed directors as per Article V, Section 3, B.
- d) He/She is not a county resident with the exception of the representative appointed by the Director of Cornell Cooperative Extension.

G. **Each** members of the Board of Directors shall abstain from voting on any issue in which **he/she has a conflict of interest or an appearance of** as a conflict of interest.

H. The Executive Director shall serve as executive officer of the Board of Directors without voting privileges.

Section 4. Duties: The Board of Directors shall:

A. Establish the organizational structure, consistent with the constitution, to conduct the work of the Association.

B. Support and maintain the Cooperative Extension Association in cooperation with Cornell Cooperative Extension at Cornell University:

a) Execute the Memoranda of Agreement and other legal instruments.

b) Establish policies and procedures for maintaining an effective Cooperative Extension Association including program scope and priorities.

C. Secure resources necessary to conduct, manage and administer the Association's program.

D. **Employ** staff to conduct the work of the Association.

Section 5. Term of Office:

The term of office for **elected** directors-is three (3) years. **An elected director** shall **serve** not **more than** of two consecutive elected terms plus the portion of an unexpired term to which they may have been appointed.

**Any previous elected director** after a lapse of three (3) years; **following service on the board will** be eligible for re-election **or appointment to the Board of Directors**. The six-year limit does not apply to members appointed as per Article V, Section 3B.

Section 6. Declaring a Vacancy: A position on the Board of Directors may be declared vacant by the president of the Association when an elected member has resigned or has an unexcused absence at three (3) regular meetings.

Section 7. Filling Vacancies on the Board of Directors:

A. The president shall, after consultation with the Board of Directors and/or the executive committee, make an appointment to fill the vacancy in **an elected director** position on the Board of Directors; such appointee to serve only until a replacement is chosen by the next regular election to fill the remaining portion of the unexpired term.

Section 8. Meetings of the Board of Directors: The Board of Directors shall meet at least five (5) times a year and more often as called by the president.

## ARTICLE VI - OFFICERS OF THE ASSOCIATION

Section 1. Election:

A. The president, vice-presidents (two), secretary, and treasurer of the Association shall be elected annually from among the members of the Board of Directors by a majority vote of the continuing and new members of the Board of Directors present at the

organizational meeting of the Board to be held between the Annual Association meeting and February 1.

- B. Two (2) vice-presidents will be elected. One to serve as chairperson of the Finance & Facilities Committee and the other to serve as chairperson of the People & Programs Committee.
- C. An assistant to the secretary may be appointed annually from the Association staff by the president with approval of the Board of Directors. The assistant secretary shall not serve as an officer nor be eligible to vote.
- D. An assistant to the treasurer may be appointed annually from the Association staff by the president with the approval of the Board of Directors. An assistant to the treasurer shall not serve as an officer nor be eligible to vote.
- E. The term of office of the president, vice-presidents, secretary and the treasurer of the Association Board of Directors shall be the calendar year or until their replacement is named. An officer shall not serve in the same office for more than three (3) consecutive years.

Section 2. Duties:

- A. The president of the Association, in addition to the powers and duties conferred on the position by law, shall perform such duties as usually pertain to the office of president. The president may call meetings of the Association or any of the committees; or, shall call special meetings as provided in Article X, Section 2. The president shall be an ex-officio member of all standing committees, excluding the nominating committee. (An ex-officio member is a member by virtue of his/her office and has all the privileges of membership).
- B. A vice-president of the Association shall perform the duties of the president in case of the president's absence or disability.
- C. The secretary of the association shall be responsible for keeping in permanent form complete and accurate records of all meetings of the association; receive and present to the board of directors all communications relating specifically to the association; and prepare correspondence on behalf of the board of directors.
- D. The treasurer of the Association, in addition to the powers and duties conferred upon the position by law, shall act as custodian of all funds and property, real and personal, of the Association. The treasurer shall verify the financial situation of the Association, and shall testify that the balance is current by signature on financial reports.
- E. The assistant-to the treasurer of the Association **may be responsible for disbursements** of Association funds for the expenses of the Association only upon written order of the Executive Director or designee.

Section 3. Filling Vacancies-Officers of the Association:

- A. In the event a vacancy occurs in the position of the president, the vice-president will complete the unexpired term.

- B. In the event of a vacancy in the position of vice-president or other elected office, the Board of Directors shall select a director to fill the unexpired term. Selection will be made by a majority vote of all members of the Board of Directors present at the meeting.
- C. In the event of a vacancy in the position of an appointed office, the president shall appoint, with the approval of the Board of Directors, a qualified replacement to fill the unexpired appointment.

## **ARTICLE VII - COMMITTEES OF THE BOARD OF DIRECTORS**

### **Section 1. Standing and Special Committees:**

There shall be two standing committees of the board, each chaired by a vice president of the board: (1) Finance and Facilities and (2) People and Programs. Each Committee shall consist of at least five (5) members of the Board. After the Board has elected Vice Presidents to serve as chair of each committee, the president shall appoint the other members of the standing committees to serve for the calendar year or until their replacements are named. The standing committee shall act as set forth in the Association's Operating Guidelines (See Article XII).

The Board of Directors may establish each year at its organizational meeting additional special committees it deems necessary to carry out the work of the Association. The President shall name the members and chairs of such committees.

### **Section 2. Executive Committee:** An executive committee of the board of directors, composed of the president, vice-presidents, treasurer and secretary, will conduct the business of the Association in the interim between regularly scheduled board meetings.

## **ARTICLE VIII - PROGRAM / ISSUE AREAS AND PROGRAM / ISSUE ADVISORY COMMITTEES**

### **Section 1. Establishment of Program/Issue Areas:** The Board of Directors shall establish annually the major program areas of the Association and establish the advisory structure for each area. Details of the procedure for creating and staffing the committees shall be contained in the operating guidelines of the Association. (See Article XII).

## **ARTICLE IX - ASSOCIATION NOMINATION AND ELECTIONS**

### **Section. 1 Nominating Committee:** The nominating committee is a committee of the Association **and its enrollees** and not a standing committee of the board of directors. It is responsible to and acts in the interest of the Association, its **enrollees** and constituencies.

- A. **Composition:** The president of the Association shall annually appoint a nominating committee of at least five (5) people who represent the broad interests of the residents of the county and the work of the Association. A majority of Nominating Committee members must be other than current **board members**. The president shall designate the chairperson of the nominating committee.

**B. Duties:**

1. The nominating committee shall prepare a list of nominees for all vacant **or eligible** elected positions. Nominating Committee members cannot become nominees for elected positions.
  - a) In addition to nominations by the committee, nominations may be made by a person submitting a nominating petition, delivered to the Association in person or by certified mail no later than forty five (45) days prior to the election and signed by thirty (30) **enrollees** of the Association who are eligible **enrollees**.
  - b) Nominations from the floor where the nominating and election process occurs at the annual meeting of the Association.
  - c) **Write-in on the election ballot where balloting is done by mail.**
2. The Nominating committee will supervise the conduct of the election.

Section 2. **Elections & Voting:** Elections for directors shall be held annually. Public notice of elections and voting will be given at least twenty-one (21) days prior. Such elections, and/or voting for any other matter as determined by the Board of Directors shall be conducted in one of the following ways:

- a) By ballot of all eligible voters present at the annual meeting of the Association; or
- b) A mail ballot sent to eligible voters if requested at least twenty-one (21) days prior to the due date of return.

In all cases, the candidate receiving a plurality of votes for each seat shall be declared elected. In the event of a tie vote, the winner shall be decided by a majority of the Board of Directors at its next meeting.

## **ARTICLE X - ASSOCIATION MEETINGS**

Section 1. **Annual Meeting:** During the last quarter of the calendar year, a meeting of the Association shall be held for which public notice is given **at least twenty-one (21) days in advance of the meeting**. The agenda shall include the following items plus other business as appropriate:

- a) Annual operations and program reports.
- b) **Either the announcement of the results of the election conducted by mail or the conduct of the election by the voting members present at the annual meeting.**
- c) The Nomination Committee will certify the election.

Section 2. **Special Meetings:** A Special meeting may be called by the Board of Directors, and shall be called by the president upon written petition by twenty-five (25) eligible voters, provided the objects of such meetings are set forth in the petition. Only such business may be conducted as is set forth in the **special** call of the meeting.

Section 3: **Quorum:** A quorum for any annual or special meeting of the Association shall consist of at least twenty-five (25) eligible voters of the Association.

Section 4: **Notice of Meetings:** Public notice is required for annual and special meetings at least twenty-one (21) days prior to each meeting.

## ARTICLE XI - PARLIAMENTARY AUTHORITY

Section 1. Roberts Rules of Order: The rules contained in the most current "Roberts Rules of Order" shall govern the Association in all cases to which they are applicable and in which they are not inconsistent with the Constitution or the regulations (including operating guidelines) of the Association as adopted by the board of directors. In the event that Roberts Rules of Order, the Constitution, and/or the regulations of the Association are not consistent, then the constitution shall take priority, followed by the regulations of the Association.

## ARTICLE XII - OPERATING GUIDELINES

Section 1: Operating guidelines of the Association that identify operating details of the board and advisory committees and are not contained in this Constitution shall be established and be reviewed annually by the board of directors.

## ARTICLE XIII - RESTRICTIONS

Section 1. ***No part of the net earnings of the Association shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the association shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article Two hereof.***

Section 2. ***No substantial part of the activities of the association shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the association shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office. Notwithstanding any other provision of these articles, the association shall not carry on any other activities not permitted to be carried on (a) by an association exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or (b) by an association, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code, or the corresponding section of any future federal tax code.***

## ARTICLE XIV - DISSOLUTION

Section 1. ***Upon the dissolution of the association, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not so disposed of shall be disposed of by a Court of Competent Jurisdiction in Ontario County, New York, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.***

**ARTICLE XV - AMENDMENTS**

Section 1. **The Constitution of this Association shall be reviewed every three years by the Board of Directors.**

Section 2. The Constitution of the Association may be amended, with prior approval by the Board of Directors of this Association and the Director of Cornell Cooperative Extension at Cornell University, by an affirmative vote of at least two-thirds of the eligible voters present at any annual or special Association meeting or by an affirmative vote of two thirds of the eligible voters responding in a mail ballot.

**ARTICLE XVI - REPEAL OF PREVIOUS DOCUMENTS**

This Constitution shall take effect when approved by the enrollees and all previous documents of the Association entitled "Constitution" and "Bylaws" are hereby repealed.

Approved by:

\_\_\_\_\_  
Director of Cornell Cooperative Extension  
At Cornell University

Date

1/15/16

Adopted by Board

Adopted by:

\_\_\_\_\_  
President of the Association

Date

December 28, 2015