

American Society for Public Administration Section on Public Administration Education

Charter and Bylaws

Preamble

The American Society for Public Administration recognizes the development of specialized areas of interest within its membership as important to the advancement of the aims and purposes of the Society. Accordingly, it has granted and approved the following Charter for the Section on Public Administration Education. This Charter is subject to the Constitution of the Society and to official Society policies governing the creation, evaluation, and termination of sections.

Article I: Name and Purpose

Section 1. Name: This organization shall be known as the Section on Public Administration Education (SPAЕ) of the American Society for Public Administration (ASPA).

Section 2. Purpose: Within the broad framework of ASPA, SPAЕ contributes to the professional development of practitioners and academics.

Article II: Activities

Section 1. General Activities: (a) increasing awareness of public administration educational issues; (b) promoting participation of public administration educators in ASPA chapter activities; (c) encouraging section members to be involved in academic accreditation processes; (d) providing a forum for information exchange among members in regard to innovative curricula and pedagogical approaches across a wide range of topics; and (e) fostering a relationship between ASPA and the *Journal of Public Affairs Education*.

Section 2. Specific Activities: (a) encourage publication of symposia or articles on public administration education and pedagogical research in academic journals; (b) encourage publication of articles about public administration education and training in *Public Administration Times* and other professional periodicals; (c) conduct an annual business meeting during the ASPA national conference; (d) sponsor the annual Teaching Public Administration Conference; (e) sponsor workshops on teaching methodologies at other public administration conferences; (f) offer competitive scholarships for educators and students to attend the annual ASPA conference; and (g) communicate with SPAЕ members through various media.

Section 3. Annual Report: SPAЕ shall prepare and submit to the ASPA National Council an annual report of operational and financial performance on the first day of March each year. The report will include a description of SPAЕ activities and achievements for the previous year; actual financial statements from the previous year; and a projected budget for the forthcoming year.

Article III: Membership

Section 1. Membership in SPAE shall be open to all individual members of ASPA who desire active association with the section and who pay the annual fee with their ASPA membership dues.

Section 2. All members shall have the right to vote for elective officers of the section, to receive communications from the section, to participate in all activities of the section, and to receive other privileges and opportunities provided by the section as they may arise.

Article IV: Executive Board and Officers

Section 1. The Executive Board of the section shall be comprised of a Chair, Chair-Elect, Immediate Past Chair, Treasurer, Secretary, and six general members. The term of office of each position shall be two years. General members shall serve staggered terms. Any vacancies on the Executive Board, with exception to Immediate Past Chair, shall be appointed by vote of the Executive Board for the unexpired term of office.

Section 2. The Executive Director of ASPA or his/her designee shall serve as an ex-officio member of the Executive Board.

Section 3. The Executive Board is responsible for the overall performance and functioning of SPAE. Among its responsibilities are: (a) determining section dues, subject to approval by the ASPA National Council; (b) approving section programs and annual budget; (c) adopting positions on issues of relevance to section concerns, with adoption based on consultation, as widely as is practicable, with the membership of the section; (d) accepting donations and grants for the section, subject to ASPA policy regarding this matter; and (e) entering into contracts on behalf of the section, subject to ASPA policy regarding this matter.

Article V: Elections

Section 1. All members of SPAE shall have the right to be nominated to and vote for candidates to elected offices.

Section 2. The following procedures shall be followed: (a) the Executive Board shall accept nominations for offices through January 31; (b) a ballot shall be distributed to the membership no later than ten business days prior to the annual meeting; (c) a floor vote shall be taken at the annual business meeting, with written ballots received by that date being accepted as proxy by the Executive Board; and (d) newly elected officers shall assume office at the end of the annual business meeting.

Article VI: Finances and Administration

Section 1. Fiscal Year: The fiscal year for the section shall be from March 1 through the last day of February (28/29).

Section 2. Budget: The Executive Board shall prepare an annual program and a projected budget for its planned activities, with leadership from the officers. All planned activities and estimated costs shall be included in the budget, and all resources utilized to achieve them shall be recognized in the budget, including in-kind resources disclosed through footnotes to the budget.

Section 3. Accounting Procedures: Accounting will be kept on a cash basis. All revenues shall be collected by the ASPA Executive Director and allocated to the section on a regular basis, no less than annually. SPAE shall maintain its own bank accounts and financial records. The Treasurer shall maintain these records and transactions, making a quarterly report of activity to the Executive Board. The Treasurer shall prepare an annual report of actual financial transactions and year-end balance, which shall be provided to the membership at the annual meeting and to ASPA in the section's annual report. These records shall be subject to audit by ASPA representatives. Changes to these methods and procedures shall be made by vote of the Executive Board and shall take effect no sooner than March 1st of the following fiscal year except when urgent action is required and further delay would not be in the best interest of SPAE or ASPA. In such instances, urgent action necessitated by this section may be taken after a 2/3 vote of the Executive Board. Such votes shall be reported to the membership at the next regularly scheduled meeting. Changes shall be reported to ASPA in the annual report.

Section 4. Revenues: All SPAE revenues (i.e. membership dues, donations, and grants) shall be approved, received, and audited by the ASPA National Council. As a charitable nonprofit educational organization, ASPA is qualified to receive tax-deductible donations for the programs and activities sponsored by SPAE.

Section 5. Contracts: All contracts entered into by the section must be approved by the ASPA National Council.

Section 6. Administrative Fees: ASPA maintains the right to charge the section administrative fees for operational support. These fees shall be determined annually by the Executive Director.

Section 7. Administration: SPAE shall be responsible for administering all programs and activities it undertakes. The ASPA Executive Director shall coordinate administrative processes and procedures provided to sections and maintain linkages between SPAE and other ASPA organizational divisions. Other administrative services may be purchased from ASPA as negotiated between the ASPA Executive Director and the SPAE Chair and approved by the Executive Board.

Article VII: Committees

Section 1. Committee Appointment: SPAE members shall be appointed each year by vote of the Executive Board during the annual business meeting to: (a) the Teaching Public Administration Conference Program Committee; and (b) other ad hoc committees as deemed necessary from time to time. Committee members may be nominated in advance through communications to the Chair or from the floor during the annual business meeting.

Section 2. Teaching Public Administration Conference Committee: The TPAC Committee shall be responsible for: (a) selecting the Site Host for the annual conference; (b) planning the conference program; (c) proposing a budget for specific sponsorship activities to the SPAE Executive Board; (d) promoting and marketing the conference in collaboration with the selected Site Host; and (e) administering the Best Paper Award scholarship. The Site Host shall be responsible for all financial and other administrative tasks.

Article VII: Meetings

Section 1. General Membership Meetings: An annual meeting of the SPAE membership shall be held during the annual ASPA conference.

Section 2. Executive Board Meetings: The Executive Board shall meet during the annual ASPA conference and at other times and places as may be conveniently arranged by the Chair. Electronic meetings via communications technology may be held.

Section 3. Other Meetings: The Executive Board may arrange for regional, special, or other meetings of the section at such times and places as appropriate and as possible given budgetary availability.

Article VIII: Amendments to the Charter and Bylaws

Section 1. Substantive changes must be approved at the annual meeting of the section or by ballot distributed by mail or electronic communication and shall then be referred to the National Council for final approval. If interim action is required, the SPAE Executive Board may submit amendments to the National Council directly.

Section 2. Clarifying changes which are in accord with the policies of the National Council and which the Executive Director of ASPA and the section Chair consider desirable may be made without referral to the National Council. Such clarifying changes shall be reported to the National Council and section Chair at the next regularly scheduled meeting.