

**Section on Public Administration Education of the  
American Society for Public Administration  
Section on Public Administration Education**

**Charter and Bylaws  
(NEW DATE)**

**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 (SPAE) of the American Society for Public Administration (ASPA).

**Section 2. Purpose:** Within the broad framework of ASPA, SPAE contributes to the professional development of practitioners and academics. **This includes:**

- a) Advancing the professional development of educators in the field of public administration.
- b) Advancing the quality of education in the field of public administration.

**Article II: Activities**

**Section 1. General Activities:** The section may undertake the following activities listed below.

- a) Facilitate and/or highlight discussions on topics and challenges related to public administration education.
- b) Raise awareness for the various existing and developing resources from SPAE partners.
- c) Lead or sponsor convenings around teaching public administration annually.
- d) Engage the SPAE network through social media.
- e) Advocate for a limited range of important topics in matters of importance to ASPA and/or Network of Schools of Public Policy, Affairs, and Administration (NASPAA) or other official bodies.
- f) Recognize exemplary scholarship of teaching and learning through awards.

**Section 2. Specific Activities:** The section may undertake the following activities listed below.

- 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, with the goal for the meeting to occur during the ASPA national conference or another time in March. The meeting may be held in-person, virtually, or hybrid.
- d) Sponsor the annual Teaching Public Administration Conference (TPAC).
- e) Sponsor workshops on teaching methodologies at other public administration conferences.
- f) Communicate with SPAE members through various media.

**Section 3. Annual Report:** SPAE 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 SPAE activities and achievements as well as the financial results for the previous year.

### **Article III: Membership**

**Section 1.** Membership in SPAE shall be open to all individual members of ASPA in good standing who desire active association with the Section and who pay the annual Section dues with their ASPA membership dues. The dues amount may be adjusted with the approval of the Section's Board and the ASPA National Council.

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

### **Article IV: Officers and Responsibilities**

**Section 1. Officers.** The elected officers of the Section shall be a Chair, Chair-Elect, Immediate Past Chair, six (6) general members, and one (1) student member. The section Treasurer and Secretary shall be ex-officio non-voting members of the Board. One person may not serve in multiple roles. All SPAE Board members must be in good standing for the duration of their term in office. The Executive Director of ASPA or their designee shall serve as an ex-officio member of the Board. Together, these officers will serve as the Board of the Section.

**Section 2. Terms of Office.** The term of office for Chair, Chair-Elect, Immediate Past Chair, general members, and the student member shall be two (2) years. General members shall serve staggered terms. The Chair-Elect shall automatically succeed to the Chair upon completion of the Chair's term or upon the Chair's inability to discharge their duties.

The Treasurer and Secretary shall be appointed by the Chair, with the advice and consent of the section Board, and serve at the pleasure of the Board. The terms for Treasurer and Secretary shall be at the discretion of the Chair with the consent of the Board and will be reviewed at the

beginning of each new Chair's term. This appointment may be revoked at any time by a majority vote of the eligible Board members.

A vacancy in the Chair-Elect position shall be filled by an emergency election by Section members in good standing. A vacancy in the Secretary or any elected member position shall be filled by a vote of the Board for the unexpired term of office.

**Section 3: Term Limits.** The Chair shall serve one (1) term in office but may be elected to subsequent terms following a break in service of at least two (2) years. Elected members of the Board may be reelected to consecutive terms but are limited to a total of three (3) terms.

**Section 4. Responsibilities of the Board.** The 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.
- e) Entering into contracts on behalf of the section, subject to ASPA policy regarding this matter.

Two-thirds (2/3) of the Board's voting members, equal to six voting members plus the Chair or Chair designee, shall constitute a quorum for the Board. Decisions shall be made by a majority of those in attendance and voting. As necessary, votes can occur during meetings or outside of a Board meeting electronically so long as all Board members are given the opportunity to vote. In the case of a tie, the Chair's vote shall prevail.

Board members shall be automatically removed from office after the second unexcused absence, unless the Board, by majority vote of members entitled to vote, excuses one (1) or more of the absences. When a Board member is removed, a special election may be held to fill the vacancy. Individuals removed from the Board must wait two election cycles, or four years from the year elected, before running again

**Section 5: Responsibilities of the Chair.** In addition to the duties of listed in Article IV, Section 3, the Chair's responsibilities shall include:

- a) Providing leadership to the Section.
- b) Representing the Section at ASPA-convened meetings and outside functions at which the Section is invited or otherwise expected to be represented.
- c) Chairing the Board.
- d) Presiding over Section meetings.
- e) Signing correspondence.
- f) Supervising implementation of the Section programs and budget.

If the Board deems the Chair has been derelict of their duties, they may remove the chair by a 2/3 vote of all voting board members. Additionally, if the Chair steps down prior to their term end or they are removed by a vote of the Board, the Chair-elect will immediately assume the Chair's role for the remainder of the Chair's term and two additional years, not to exceed three years. A special election will be held to fill the role of Chair-elect.

## **Article V: Elections**

**Section 1.** All ASPA members in good standing can be nominated for the Board. All members of SPAE in good standing have the right to vote for the Section's elected offices.

**Section 2. Regular Elections.** The following procedures shall be followed for regular elections:

- a) The Board shall accept nominations for offices through January 31<sup>st</sup>
- b) A ballot shall be distributed to the membership no later than ten business days after deadline for nominations.
- c) The results of the election shall be shared with all SPAE members.
- d) A report of the election process and results will be presented at the SPAE annual meeting.
- e) Newly elected officers shall assume office at the end of the annual business meeting.
- f) In the event of a tie, the Board will break the tie or vote to accept both individuals, whichever is most advantageous to the section.

**Section 3. Special Elections.** The following procedures shall be followed for special elections:

- a) The Board will announce a special election within 14 days of the action triggering the special election.
- b) Nominations for the special election will be collected within ten business days from the announcement.
- c) A ballot shall be distributed to the membership no later than ten business days from the deadline for nominations.
- d) A report of the special election will be included in the election report at the annual meeting.
- e) In the event of a tie, the Board will break the tie or vote to accept both individuals, whichever is most advantageous to the section

## **Article VI: Finances and Administration**

**Fiscal Year:** The fiscal year for the section shall be from January 1<sup>st</sup> through December 31<sup>st</sup>.

**Section 2. Budget:** The Board shall prepare an annual program and a projected budget for its planned activities. 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 maintained on a cash basis. All revenues shall be collected by the ASPA Executive Director and allocated to the section on a quarterly

basis. 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 Board. The Treasurer shall prepare an annual report of the actual financial transactions and year-end balances, which shall be shared with the SPAE 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 Board and shall take effect no sooner than March 1<sup>st</sup> 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 favorable vote of the 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 Board.

#### **Article VII: Committees**

**Committee Appointment:** SPAE members **may** be appointed each year by vote of the Board **to** ad hoc committees as deemed necessary from time to time. Committee members may be nominated in advance through communications to the Chair or during the annual business meeting.

#### **Article VII: Meetings**

**Section 1. Annual Meeting:** A **general business** meeting of the SPAE membership shall be held **annually. This meeting can occur at the annual ASPA conference or another time in March with the agreement of the Board. Those members in attendance at the annual membership meeting shall constitute a quorum for any transaction of Section business.**

**Section 2. Board Meetings:** The Board shall meet at least four (4) times per year and other times as may be conveniently arranged by the Chair. The attendance of two thirds (2/3) of the officers, inclusive of the Chair, shall constitute a quorum for any transaction of Board business. All Board meetings shall be open to any Section member in good standing, except for Executive Session.

**Section 3. Executive Sessions of the Board:** If a matter to be discussed requires discretion, the Board may choose to open an Executive Session of the Board. This meeting involves only voting members of the Board and is not open to ex-officio Board members or general SPAE members. The attendance of two thirds (2/3) of the officers, inclusive of the Chair, shall constitute a quorum.

**Section 4. Other Meetings:** The 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. At least two (2) weeks' notice shall be given to all SPAE members for these meetings.

#### **Article VIII: Amendments to the Charter and Bylaws**

**Section 1.** Substantive changes must be approved at the annual meeting of the Section by ballot distributed by electronic communication and shall then be referred to the National Council for final approval. If interim action is required, the SPAE Board may confer and seek approval from 2/3 (two-thirds) of the Board on proposed amendments. With a successful vote, the Board can 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.