

Public Administration Student Association Constitution

Article 1: Name

The name of this organization shall be Public Administration Student Association (PASA).

Article 2: Purpose

The mission of PASA is to serve as a vehicle for developing students academically and professionally; creating a sense of community; and promoting the public service ethos, within the context of public administration.

Article 3: Membership

Section 1: Membership is limited to Public Administration students. MPA students as well as non-degree seeking students enrolled in a PA class are encouraged to actively participate in PASA. The Board may call an open meeting to vote on the imposition of a membership fee. A fee may be implemented by simple majority of those present to impose a fee for membership.

Section 2: The Board may choose by simple majority to impose an entrance fee to cover the costs of any event hosted or co-hosted by PASA.

Section 3: PASA will conform to the Board of Trustees' policies regarding nondiscrimination and will not discriminate on the basis of race, creed, religion, color, age, sexual orientation, disability, veteran status, marital status or nation of origin. The organization will not practice any physically or psychologically abusive behaviors. Additionally, PASA will not discriminate based on political affiliation.

Section 4: Any member of PASA may be expelled for any of the following reasons following the procedures outlined in section 5:

- i. Any member who engages in physical or psychological abuse of another student, faculty member may have a complaint filed against them.
- ii. Any Board member who is judged by another member to be neglecting their duties may have a complaint filed against them.

Section 5: Any member, including Board members, may be eligible for expulsion if a complaint is filed against him/her with any board member. If a complaint is filed an open meeting will be held where all PASA members present may vote on whether or not to expel the accused based on the complaint filed. At least $\frac{1}{2}$ of the Board must be present to constitute a quorum for voting on the expulsion of a member. Both sides shall have the opportunity to present their case before the vote is taken. Faculty of the PA program may petition the PASA board to file an expulsion complaint; however board members are not compelled to do so. Any board member receiving an expulsion complaint shall be obligated to bring that complaint before the entire board. At its next meeting, the board shall discuss and vote upon whether the complaint shall be put forth to the entire membership of PASA, the member(s) in question shall be expelled if a simple majority of the members present vote for expulsion.

Section 6: There are two types of membership in PASA: regular membership and honorary alumni membership.

- Regular membership is reserved for students of Public Administration at UIC that have been accepted into the MPA program, or who are currently enrolled in PA classes with non-degree status. Those students obtaining regular member status in the spring semester of any academic year shall maintain that membership through the following summer, even if they do not attend classes. All regular

Public Administration Student Association Constitution

members are eligible to vote on all issues before the general membership. **Only regular members may hold a seat on the organization's board.**

- Honorary Alumni membership is reserved for graduates of the PA program at UIC.
- Honorary membership can also be bestowed by the Board on any individual.
- Honorary members may not vote on items put before the Board or the general membership of PASA. Honorary members shall be welcome at all activities, functions and events of PASA unless otherwise decided by the Board.

Article 4: Officers and Faculty Advisor

Section 1: As required by UIC policy for student organizations, PASA must have a President, Treasurer, and Faculty Advisor at all times. Additionally, PASA must have a Chair of Communications.

Section 2: Any student that is a regular member in good standing in PASA may serve on the board.

Section 3: Terms of Office – Terms of the officers of the board of PASA shall run for one year, beginning at the start of each summer semester and upon completion of the regular election.

Section 4: Duties of Board Members

Subsection 4.1: Required Student Positions

President:

- Will chair all meetings of the Public Administration Student Association.
- Will act as primary contact with the faculty of the Public Administration department, as well as the faculty, staff and other personnel of the College of Urban Planning and Public Affairs. The president may delegate portions of the liaison function to other members of the board for specific projects, meetings or events. Specific liaison function
- The duties of the position of the president shall include obtaining contact information from all members of the PASA board after the election and disseminating to relevant contacts such as the PASA advisor and board, PA faculty, SUPA and the UPPSA board.

Vice President of Finance/Treasurer:

- Will act as President of the Student Association in the absence of the President of PASA.
- Will be responsible for maintaining financial books of the organization and providing monthly financial updates to the student association.
- Will follow proper and acceptable accounting procedures in maintaining the finances of the Student Association.
- Will ensure that PASA obtains/maintains standing as an official student group registered with the UIC Office of Student Programs. This responsibility shall fall under the purview of the Vice-President of Finance/Treasurer because of the necessity for PASA to be eligible for funding available to registered student organizations.
- Will act as President of the Public Administration Student Association in the absence of the President.
- Will facilitate events including but not limited to Orientation, CUPPA Cup (bowling), end year events.

Public Administration Student Association Constitution

Chair of Communications:

- Will be responsible for communication between PASA and the student body.
- Assists with marketing ideas for social and educational activities.
- Will be responsible for taking minutes at meetings of the board, but may delegate this responsibility as necessary.
- Will be responsible for publishing newsletters/email blast with assistance from the Vice President/President/board

Subsection 4.2 Non-Required Board Positions

Chair of Professional Development:

- Will be responsible for encouraging the professional development of all PASA members
- Will facilitate and organize professional development seminars, panels, and/or other events that engender the growth of the student body
- Will serve as a liaison to the Illinois Association of Municipal Management Assistant
- Will serve as a liaison to the Illinois City/County Management Association

Chair of New Student Relations/Outreach:

- In conjunction with the CUPPA, will assist in promoting the MPA and Ph.D. Program
- Will be responsible for recruiting new PASA members and engaging new student to participate in PASA meetings
- Will also act as the liaison to SUPA

Chair of Community Engagement:

- Will be responsible for the promotion of social responsibility of the student body.
- Shall organize community outreach events and volunteering opportunities.

Chair of Graduate Student Council Relations:

- Will be responsible for representing PASA at Graduate Student Council (GSC) Meetings.
- Will provide monthly reports on the activities of the GSC.

Chair of Alumni Relations:

- Will be responsible for communication between PASA and the Alumni Association of the College of Urban Planning and Public Affairs (CUPPA).
- Will provide monthly reports of alumni activities to PASA.
- Will be responsible for overseeing the MPA mentorship program.

Chair of ASPA Relations:

- Will be responsible for communication between PASA and the American Society for Public Administration (ASPA).
- Will provide monthly reports of ASPA activities to PASA.
- Will coordinate with the Communications Officer as needed in distributing information to the general members regarding ASPA membership and events.

Public Administration Student Association Constitution

Article 4, Section 5: Officer Removal and Resignation

Officers may be removed by the following process:

- a) A motion at any one meeting prompted by just cause, which carries a majority vote, will initiate a referendum to all members that will be conducted through student mailboxes and private ballot or email. A simple majority of voters will result in removal of the officer.
- b) The highest-ranking officer will appoint a member to temporarily fill the officer's role until the time of the next election. If the President is removed, the Vice-President will assume the role.

Officer Resignation: Any officer may voluntarily relinquish their elected office upon submission of written resignation to the PASA Board. Following acceptance of this resignation, the PASA Board shall call a special election to fill the vacated position.

Article 5: Transfer of Power/Elections

Article 5, Section 1: Election Schedule

- Candidates for seats on the PASA board shall be elected upon receiving a majority of votes cast for that position. In the event of a race with three or more candidates in which no single candidate obtains a majority of votes, the candidate obtaining the most votes shall be considered the winner.
- In the event that only a single candidate is on the ballot for a position, the ballot shall ask voting members to give a vote of "Confidence" or "No Confidence." In such instances, the candidate must obtain a majority of "Confidence" votes. In the event that the majority of votes are for "No Confidence," that candidate shall be ineligible for that position until the next semester and a special election shall be held to fill that position. Any special elections will be conducted as soon as possible and shall be done under the same guidelines as regular elections.
- Elections shall be concluded in April or May of the spring semester for the following year to give the Board time to transfer power smoothly. Election information may be distributed via email and through announcements in class. In the event that not all board positions are filled, a second election for vacant seats shall be held during the first month of classes during the Fall semester following the Spring election.
- Upon the closing of the balloting, the ballots shall be counted by any 2 or more members of the PASA board.
- In the event that none of the PASA board members are available, the faculty advisor may involve regular members in good standing as necessary to conduct the election.
- The faculty advisor shall certify the results upon completion of the vote counting by the board members or regular members.

Article 5, Section 2: Eligibility

- All PA students that are regular members in good standing may vote in the election provided they are present.

Article 5, Section 3: Notice of elections and appointments.

- PASA board members, especially the communications officer, or regular members involved in the election shall provide ample notice via email, posters in CUPPA, handouts and flyers in members' mailboxes (and any other method deemed necessary) of upcoming elections.
- PASA board members shall do the same to inform the membership of the election results.

Public Administration Student Association Constitution

Article 6: Meetings

- The PASA board shall meet monthly during the fall and spring semesters and shall meet as needed during the summer.
- Meetings may be called at any time by the President, majority of the Executive Board, or majority of the Public Administration student body.
- Minimum attendance to conduct business is three (3) board members. This can include two (2) officers and the faculty advisor. Motions shall pass upon acceptance of the majority of elected officers, including the faculty advisor in attendance.
- The rules contained in Robert's Rules of Order Revised shall govern this organization in all cases to which they are applicable unless they are inconsistent with the constitution and special rules of this organization. <http://www.rulesonline.com/>

Article 7: Advisor

- The advisor for the Public Administration Student Association shall be provided from the faculty.

Article 8: Committees

- Ad hoc committees may be established by the PASA Board to address specific concerns. Committee chairpersons will be appointed by the Board and will be expected to attend executive meetings.

Article 9: Dues

No dues shall be collected or required for membership in the Public Administration Student Association unless applied by a majority vote of the executive Board.

Article 10: Handling of Funds

- The Treasurer will manage the organization's on-campus COF account.
- The officers authorized to sign documents concerning funds shall be the President and the Treasurer.
- All monies, with the exception of dues, must be deposited into the organization's COF account.

Article 11: Use of the Listserve

- Students' email addresses shall not be sold or disclosed for any purpose
- Using the PA Listserve and emailing students/staff must contain information relevant to public administration, the UIC community, or possible volunteer activities

Article 12: Amending the Constitution

- In order to amend the constitution, a proposal must be submitted to the Executive Board of the Public Administration Student Association.
- Once the proposal has been received and reviewed by the Executive Board, an email notification is required to disseminate the amended document to the student body.
- Passage of any constitutional amendment will require a three-fourths (3/4) vote of responding members of the Public Administration student body. Votes shall be counted and certified in the same manner that they are for general elections.