



## Constitution and Bylaws

### American Society for Public Administration Louisiana Chapter Constitution and Bylaws

#### **I. Names and Purposes**

Section 1. The name of this Chapter shall be the (ASPA Louisiana Chapter) Chapter of the American Society for Public Administration, hereafter referred to as the Chapter.

Section 2. This Chapter is organized for the professional and educational purposes of exclusively charitable and educational purposes within the meaning of Section 501 (c) 3 of the Internal Revenue Code of 1986, as now in effect or as may hereafter be amended ("Code"). Without limiting the generality of the foregoing, such purposes include the following:

- a. Advancing the science, processes, and art of public administration.
- b. Advancing the equality of opportunity of all persons through public administration.
- c. To facilitate the exchange of knowledge and results of experience among persons interested or engaged in the field of public administration.
- d. To encourage the collection, compilation, and dissemination of information on matters relating to public administration.
- e. To encourage the improvement of the public service.
- f. To advance generally the science, processes, and art of public administration.

Section 3. The Chapter shall serve that area embraced within the boundaries of the State of Louisiana. In furtherance of its exclusively charitable and educational purposes, the Chapter shall have all general powers of an unincorporated association under the law of the State of Louisiana as now in effect or as may hereafter be amended, together with the power to solicit and accept grants and contributions for such purposes.

#### **II. Membership**

Section 1. Chapter membership shall be extended to persons in the Chapter area holding membership in the American Society for Public Administration, and to any individual eligible for membership therein.

Section 2. Chapter members shall have the right to vote for Chapter officers and Council and to participate in all Chapter activities.

### **III. Officers and Governing Body**

Section 1. The officers of this Chapter shall be a President, a Vice President, Secretary and Treasurer. Their duties shall be those customarily performed by such officers.

Section 2. The governing body of the Chapter shall be the Chapter Council (herein "Council"), which shall consist of the Chapter officers, the two most recent past presidents, and eight (8) Council persons, four (4) to be elected each year for two years. The Council shall supervise and control the affairs of the Chapter and its actions shall follow the general policies of the Society. The President shall serve as presiding officer of the Council.

There shall be an Executive Committee consisting of the President, Vice President, Secretary, Treasurer and the most recent Past President. Officers and Council members shall serve until their successors are elected or appointed to take office. A vacancy in the office of President occurring after July 1, when new officers are sworn in, shall be filled by elevation of the Vice President to serve the remaining term, and the following term, as President. A vacancy in the office of President occurring prior to or on July 1, or a vacancy in the office of Vice President, shall be filled through a special election conducted at a Chapter meeting or by electronic ballot. A vacancy in any other position shall be filled by an interim appointment of the Council. All interim appointees shall serve until the next regular election.

Section 3. The position descriptions of the executive committee (President, Vice President, Secretary, Treasurer and Immediate Past President) are as follows:

#### President

Purpose: The president is the senior volunteer leader of the Chapter. The President oversees efforts to build and maintain a strong Chapter by setting goals and expectations for the Chapter and cultivating leadership among individual Chapter officers.

Key Responsibilities:

- Works with the leaders and Chapter members to develop professional development programming that will appeal to the Chapter members.
- Works with the ASPA liaison to establish the guiding principles, policies and mission for the organization—for example, by initiating a regular review of the organization's strategic plan and mission to keep them fresh and relevant, and by establishing metrics to measure success.
- Oversees the Chapter budget, in partnership with the Treasurer, and assumes ultimate responsibility for the integrity of its finances.
- Sets the agenda, with the help of the Executive Committee, for the Secretary, no later than 15 days in advance of the next scheduled meeting.
- Leads and facilitates Chapter meetings by ensuring the agenda is closely followed, and every officer has the opportunity to participate in discussions.

- Works with the Nominating Committee to identify and recruit new board members who bring important skills and knowledge to the Chapter.
- Guides the work of the Chapter to secure new and renewing members for ASPA.
- Speaks for the board in the event of a controversy or crisis; oversees the development of communications policies; works to promote the work of the organization in conversations, speeches, interviews and other day-to-day activities.
- Coordinates activities between ASPA National and Chapter or Section and ensures officers renew their ASPA membership in a timely fashion to ensure they maintain their leadership role.

#### Vice President

Purpose: Prepares to assume the office of the Chapter President.

Key Responsibilities:

- Fills the office of Chapter President should that office become vacant, or the President can't perform the office duties.
- Assists the President in the execution of duties.
- Assist the current year's Academic Conference Chair as the ASPA LA liaison and coordinate for the location and host for the following academic conference year.
- Prepares the nominating ballot and coordinates with the Nominating Committee at each annual election of new officers.
- Performs any other duties as assigned by the President.

#### Secretary

Purpose: Ensures the actions of the Chapter are documented.

Key Responsibilities:

- Distributes previous meeting draft minutes to the Executive Committee Members, Committee Chairs and Council fifteen (15) days in advance of the next business meeting for review and comment.
- Distributes the written agenda to the Executive Committee Members, Committee Chairs and Council, seven (7) days in advance of meetings.
- Provides Chapter officers with appropriate background information on subjects to be discussed.
- Prepares and provides written minutes to Chapter Officers and Council.
- Files the approved minutes and maintains the official list of Chapter Officers and members.

#### Treasurer

Purpose: Ensures that current records are maintained, reflecting the financial condition of the Chapter. These records include cash, outstanding advances, investments, accounts receivable and other assets, accounts payable and fund balances.

Key Responsibilities:

- Subject to the direction and control of the Chapter, has general charge of the financial affairs of the Chapter.
- After coordination through an Executive Committee transition meeting at the annual organizational meeting, prepares the budget report and distributes it for review and a vote at the October general membership meeting.
- Collects and receives all money due or belonging to the organization and provides receipts.
- Disburses the funds of the organization as may be directed by the Chapter, taking proper receipts for such disbursements.
- Keeps and maintains adequate and correct accounts of the organization's properties and business transactions, including accounts of its assets, liabilities, receipts and disbursements.
- Prepares and submits to ASPA National all end-of-year financial reports to include Chapter Reporting Form and Chapter Financial Report.
- Prepares the Treasurer's report for the President and Executive Committee, including bank statements, receipts and invoices for fund reconciliation, fifteen (15) days prior to the next business meeting.
  - The Council and Membership can review the Treasurer's report only at the next business meeting. Any Council member can request to review bank statements, receipts, and invoices, through the President.

Past-President(s)

Purpose: Ensures ASPA-LA maintains continuity of operations within the organization. This important role provides the subject matter expertise to assist the incoming and outgoing President and Board members to transition in their new roles and then provides stability to the organization throughout the year.

Key Responsibilities

- This member is a voting member, a member of the Executive committee, and the Nominating Committee. Will perform such duties as may be assigned by the President.

The quorum of the Chapter Council shall consist of six (6) members, including the President or Vice President.

Section 4. All persons composing the governing body of the Chapter shall be members in good standing of the American Society for Public Administration or shall become members within thirty days after election or appointment and shall be Chapter members in good standing.

Code of Ethics: Officers and Council Members shall adhere to ASPA’s ethical principles and practices and promote the importance of ethics in public service. The ASPA Code of Ethics supports the ethical behavior of members and holds them accountable for adhering to these principles. The full ASPA Code of Ethics may be accessed at <https://www.aspanet.org/ASPA/Code-of-Ethics/Code-of-Ethics.aspx/>.

Section 5. Fiduciary Responsibility: All Officers and Council Members should adhere to ethical fiduciary practices that promote transparency, integrity and democratic decision-making. Expenses in excess of \$200 must be approved by a majority vote of the Officers and Council Members. Expenses below \$200 must be approved by the Officers.

Section 6. The Vice President, Secretary, Treasurer and at-large Council members shall be elected at the Chapter’s annual business meeting for a term of office ending June 30. Officer terms run from July 1 to June 30 annually.

Section 7. Nominations for the office of President, Vice President, Secretary and Treasurer, and for at-large Council members, shall be made by a nominating committee of three (3) regular members to be appointed by the President at least sixty (60) days before the annual meeting. Nominations may also be made from the floor by any regular member of the Chapter and/or via e-balloting. Once the nomination process has closed a slate of officers will be developed and disseminated to the general membership, who will cast their vote for each respective position.

Section 8. A simple majority of the Chapter members who submit ballots (51%) shall decide all elections. In case of ties, the President shall cast the deciding ballot.

## V. Meetings

Section 1. This Chapter shall hold at least three general meetings during its January 1- December 31 fiscal year.

Section 2. The annual Business Meeting shall be held in conjunction with ASPA’s Annual Conference each spring, where new officers will be announced. The Committee shall conduct transition operations and establish a budget for Chapter funds at the first meeting of the newly elected Executive Committee in July, which will be approved by the General Membership at the October Membership Meeting.

Section 3. Other meetings of the Chapter shall be held at times and places designated by the President or by the Council.

Section 4. Chapter members shall be given at least seven (7) days’ notice in writing of the time, place, and the scheduled business to be considered at all regular meetings.

## VI. Committees

Section 1. The Council may establish committees for various purposes, at any meeting or between meetings, if necessary. Committee chairpersons and members shall be appointed by the President. All such committees will be reviewed at the annual organizational meeting as part of the transition between newly elected officers and the Council and the outgoing Council.

**Commented [KG1]:** Just to make sure I’m understanding this correctly:  
You hold elections in January  
You announce the results in March/April at the business meeting  
You transition them in for a July start for when their terms begin  
They then meet to discussion budget, etc., which is approved by the Chapter membership at the Membership Meeting in October.  
(This all seems fine, I just want to make sure I’m understanding it properly)

**Commented [kI2R1]:** Correct!

**Commented [kI3R1]:**

Committees and Chair positions will be reviewed, renewed, or disbanded at the annual organization meeting.

## **VII. Fees**

Section 1. All members of this Chapter shall be assessed an annual membership fee of \$10 to cover the necessary expenses of the Chapter.

- a. Other fees as deemed necessary for continuing and special projects may be assessed by the Chapter Council.

## **VIII. Amendments**

Section 1. Amendments to this Constitution may be made in the following manner:

- a. Amendments may be proposed by the Council, such proposed amendments to be submitted to the membership, and such proposed amendments may be adopted by a two-thirds vote of regular members present and voting at a regularly called meeting.
- b. Amendments may be proposed by a two-thirds vote of regular members present and voting at a regular meeting.

Such proposed amendments are to be submitted to the membership in accordance with Article V, Section 4, of this Constitution, and such proposed amendments may be adopted by a two-thirds vote of regular members present and voting at the next succeeding regularly called meeting.

Section 2. Consistent with the inclusion of this Chapter in the group federal income tax exemption ruling of the American Society for Public Administration (identified by the Internal Revenue Service as Group Exemption Number 3166), all amendments to the Chapter Constitution which may be made from time to time shall be submitted to the American Society for Public Administration for its approval.

## **IX Ratification**

This Constitution shall be considered ratified upon approval of the American Society for Public Administration and upon a favorable vote of the organization meeting of this Chapter.

## **X Miscellaneous Provisions**

Section 1. No part of the net earnings of the Chapter shall inure to the benefit of or be distributable to any director or officer of the Chapter, or any other private person, except that the Chapter shall be authorized and empowered to pay reasonable compensation for services rendered to or for the Chapter and to make payments and distributions in furtherance of the purposes set forth hereinabove.

Section 2. No substantial part of the activities of the Chapter shall be the carrying on of propaganda, or otherwise attempting to influence legislation (except as otherwise permitted by Section 501(h) of the Code, and the Chapter shall not participate in, or intervene in (including the

publishing or distribution of statements concerning) any political campaign on behalf of or in opposition to any candidate for public office. Notwithstanding any other provision of these articles, the Chapter shall not carry on any other activities not permitted to be carried on.

- a. by an organization exempt from federal income tax under Section 501(c)(3) of the Code, or
- b. by an organization, contributions to which are deductible under Section 170(c)(2) of the Code.

Section 3. In the event of dissolution or final liquidation of the Chapter, after paying or making provision for the payment of all of the liabilities and obligations of the Chapter and for necessary expenses thereof, all of the remaining assets and property of the Chapter shall be distributed to the American Society for Public Administration provided it remains organized and operated exclusively for charitable or educational purposes as shall at the time qualify as an exempt organization under Section 501(c)(3) of the Code, and if not, to an organization which does so qualify. In no event shall any of such assets or property be distributed to any director or officer or to any private individual.

Section 4. The fiscal year of the Chapter shall be January 1 through December 31. The employer identification number assigned by the Internal Revenue Service to this Chapter will be specified by ASPA National after it applies for it on the Chapter's behalf.

Adopted by the Chapter, this day Tuesday, September 14, 2021.